

# SELLING TO THE MILITARY

- ARMY
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AGENCY
  - OTHER DEFENSE  
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- 
- ☒ GENERAL INFORMATION
  - ☒ ITEMS PURCHASED
  - ☒ LOCATION OF MILITARY  
PURCHASING OFFICES

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**DEPARTMENT OF DEFENSE  
WASHINGTON, DC 20301**

## PREFACE

This handbook is an introduction to the broad subject of contracting with agencies of the U.S. Department of Defense (DoD). It is intended to be useful to those who manage the marketing efforts of small businesses, especially firms that have not previously had Government contracts. The handbook contains general information about contracting. It provides lists of products and services, keyed to particular major buying offices.

After reading it, you may seek additional, more specific advice from DoD's small business specialists; they are located at all buying offices. These buying offices are located geographically and can be found in the Small Business Specialist directory. Appendix A-2 will explain how to obtain a copy of this directory.

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# **PART 1**

## **HOW TO GET STARTED**

### **INTRODUCTION**

The DoD is ready to do business, on a competitive basis, with competent firms that can supply the products or services it needs. Defense purchasing activities are particularly interested in establishing contacts with small business firms, small disadvantaged business firms, and women-owned small business firms.

Interested firms must help themselves by learning how DoD conducts its business, and by seeking out those military purchasing offices that buy the products and services they can supply.

Actually, there are few differences between your commercial business and selling your products or services to the various DoD organizations. Basic principles followed in selling within the commercial business field generally apply in dealing with DoD. Two principles especially appropriate in establishing and keeping a working relationship with military purchasing activities are:

- o Learn both the needs and the buying practices of your potential customer.
- o Follow leads on where buying is done, and seek sales opportunities throughout DoD.

This handbook is intended to provide firms that have little or no experience in selling to DoD with basic information about how DoD conducts its business, and with specific information for locating sales opportunities.

### **DoD CONTRACTING PRINCIPLES AND PRACTICES**

The basic contracting rules for all Federal Government agencies are set forth in the Federal Acquisition Regulation (FAR). Additional rules unique to DoD are set forth in the DoD FAR Supplement (DFARS). These publications can be reviewed at any DoD purchasing or contract administration office, at any Small Business Administration (SBA) office, and at many local libraries (where they are known as Chapters 1 and 2 of Title 48 of the Code of Federal Regulations). The FAR and DFARS are also available on numerous world wide websites, including the OSD SADBUE website (<http://www.acq.osd.mil/sadbu>) under "Links". If you need to own copies, ordering information for them (and for all other publications mentioned in this handbook) is set forth in Appendix A. To be a successful Defense contractor, you must have a working knowledge of both of these regulations.

## **How DoD Buys**

Almost 98 percent of DoD's purchase transactions are for \$100,000 or less. Although they account for less than 20 percent of DoD's procurement dollars, they total in the billions of dollars each year. Most of these millions of actions are accomplished using simplified acquisition procedures. Oral solicitations or very brief written requests for quotations are issued to prospective suppliers in the local purchasing area. The successful quoter is issued a purchase order, and compliance with the order (i.e., delivering the product or performing the service) constitutes contract acceptance and fulfillment.

Purchases over \$100,000 are made by sealed bidding by competitive proposals, or (in unusual circumstances only) by other-than-competitive procedures. Sealed bids are used when the Government knows exactly what it needs, while competitive proposals allow flexibility in defining the exact requirement or the terms and conditions of the procurement.

Procurement by sealed bidding begins with the issuance of an invitation for bids (IFB) containing all the information bidders need to respond. The IFB states the needs of the purchasing activity and defines the work in sufficient detail to permit all bidders to compete on the same basis. It also identifies all factors to be considered in evaluating the bids. A standard form is provided on which bids are submitted, and a specific time is set for bid opening. The opening is held in public (you can attend), and the contract is awarded to that responsible bidder whose bid offers the best value to the Government.

When sealed bids are not appropriate, competitive proposals are solicited. The purchasing office issues a request for proposals (RFP). After reviewing the proposals received, the contracting officer ordinarily will negotiate with those suppliers that have submitted acceptable proposals, seeking the most advantageous best value contract for the Government.

## **Types of Contracts**

DoD generally uses fixed-price contracts to acquire products and services. Cost-reimbursement contracts are used only when fixed-price contracts are not feasible. Most research and development (R&D) contracts are of the cost-reimbursement type. Fees under cost-reimbursement contracts are either fixed at the outset or subject to adjustment in accordance with a formula established in the contract. When unusual circumstances exist, a letter of intent may be used to authorize a contractor to start work before the final contract is executed.

## **Special Help for Small Businesses**

It is national policy that a fair proportion of the products and services used by DoD shall be purchased from small, small disadvantaged, and women-owned small businesses. Certain factors limit DoD's ability to contract with small business. Vast amounts of facilities and working capital are required to produce major weapons systems. In many cases, even the resources of

large business can be strained by performance and cost risks. To offset these factors, DoD has implemented a major program to ensure the award of a fair proportion of its contracts to small businesses. This program includes special personnel to assist small businesses, and the following purchasing procedures:

- o Permitting offers on less than the total requirements and allowing the maximum time possible for preparation of offers.
- o Setting aside, for award to small business only, any procurements where there is a reasonable expectation that at least two responsible small businesses will offer the products of small business concerns at reasonable prices. Most purchases under \$100,000 are reserved for competition among small business only.
- o Setting aside a portion of a procurement that would otherwise be too large for a total small business set-aside. Any business, large or small can compete for the non set-aside portion. Small business is then given the opportunity to receive a contract for the set-aside portion at the price of the non set-aside portion.
- o Having the SBA review a small business' capability in the event the contracting officer determines it to be nonresponsible (see Preaward Determination of Responsibility below).
- o Encouraging large DoD contractors to subcontract with small, small disadvantaged and women-owned small businesses.

In addition to helping all small business firms, DoD provides special emphasis to increase participation by small disadvantaged business firms. The main features are as follows:

- o Seeking small disadvantaged business firms to supply the needed products and services, and setting aside for small disadvantaged business firms those solicitations where DoD can expect to obtain satisfactory performance, adequate competition, and a reasonable price from among the respondents.
- o Contracting directly with the SBA, which will then subcontract the work to small businesses certified by the SBA as being socially and economically disadvantaged. DoD and SBA identify products and services that can be provided by small disadvantaged businesses that have an SBA-approved business development plan. The FAR (Subpart 19.8) provides detailed information on this procedure.
- o Encouraging special attention to small disadvantaged business firm by DoD's large prime contractors in their programs of subcontracting.

## **Preaward Determination of Responsibility**

DoD awards contracts only to contractors found to be responsible. The purchasing activity must evaluate the offerors in order to make a positive finding as to responsibility.

Getting accepted as a "responsible" contractor is not like getting on a qualified products list. You can't arrange for a survey at your convenience and wait until you are approved before submitting an offer. The determination of responsibility is done only in connection with an offer when you are the apparent low or otherwise successful offeror. To be found responsible, you must be able to demonstrate that you (1) have, or are able to obtain, adequate financial resources; (2) are able to comply with the delivery requirements; (3) have a satisfactory record of performance; (4) have a satisfactory record of integrity and business ethics; (5) have, or are able to obtain, the necessary organization, experience, accounting and operational controls, and technical skills; (6) have, or are able to obtain, the necessary production, construction, and technical equipment and facilities; and (7) are otherwise qualified and eligible to receive an award under applicable laws and regulations.

Sometimes a contracting officer proposes to reject the apparent successful offer of a small business firm because of doubt as to whether the firm is sufficiently responsible to perform the contract. In that event, the case must be referred to the SBA. If the SBA determines that the small business firm is responsible, it issues a Certificate of Competency (CoC) to the contracting officer, who then must award the contract to the small business firm.

## **THE DoD SYSTEM OF SPECIFICATIONS AND STANDARDS**

DoD has exact specifications for many of the products and services it buys repeatedly. You should be familiar with the types of specifications, and you should know how to obtain them. Specifications are comprehensive descriptions of the technical requirements for material, equipment, and services. In addition to its specifications, DoD uses standards that establish the engineering and technical limitations and applications of items, materials, processes, methods, and engineering practices. Standards are used to ensure maximum uniformity in materials and equipment and to foster interchangeability of parts used in these products. Standards may be separately stated in a description of a need, but frequently they are also included in military specifications. Though use of Military specifications and standards continues within DoD, there is increasing emphasis on maximizing the utilization of commercial specifications and standards whenever practicable.

### **How to Acquire Specifications**

Department of Defense Single Stock Point (DoDSSP) was created to centralize the control, distribution, and access to the extensive collection of Military Specifications, Standards, and related standardization documents either prepared by or adopted by the DoD. The DODSSP mission and responsibility was assumed by the Defense Automated Printing Service (DAPS) Philadelphia Office, in October 1990. The responsibilities of the DODSSP include electronic



document storage, indexing, cataloging, maintenance, publish-on-demand, distribution, and sale of Military Specifications, Standards, and related standardization documents and publications comprising the DODSSP Collection. The DODSSP also maintains the Acquisition Streamlining and Standardization Information System (ASSIST) management/research database.

### **Document Categories in the DODSSP Collection**

- Military / Performance / Detail Specifications
- Military Standards
- DoD-adopted Non-Government / Industry Specifications and Standards
- Federal Specifications and Standards
- Military Handbooks
- Qualified Products / Manufacturer's Lists (QPLs/QMLs)
- USAF / USN Aeronautical Standards / Design Standards
- USAF Specifications Bulletins

Although the DODSSP Collection contains over 50,000 line items, not all documents specified in Government procurements are included (e.g.: engineering drawings, some Departmental documents, and the majority of all Non-Government / Industry Standards). The Department of Defense Index of Specifications and Standards (DODISS) contains the complete list of Standardization documents in the DODSSP Collection. This reference publication is available online to all ASSIST subscribers, on CD-ROM for single issue or subscription purchase or in paper format from the Superintendent of Documents.

**Superintendent of Documents  
U.S. Government Printing Office  
Washington, DC 20402  
(202)512-1800**

A complete and descriptive list of products and services is available electronically on the World Wide Web at: <http://www.dodssp.daps.mil> or contact:

**DoDSSP  
Standardization Document Order Desk  
700 Robbins Avenue, Bldg. 4D  
Philadelphia, PA 19111-5094  
(215)697-2667/2179**

### **Acquisition Streamlining & Standardization Information System (ASSIST)**

**ASSIST** is a database system for DOD-wide standardization information management. The **ASSIST** database system resides at the DODSSP, located at the Defense Automated Printing Service (DAPS) in Philadelphia, Pennsylvania.

**ASSIST**-Online is a Windows-based version accessible via Telenet. It is comprised of four parts: The Department of Defense Index of Specifications and Standards (DODISS), the SD-1 Standardization Directory, the SD-4 Status of Standardization Projects, and the Acquisition Management Source Data List (AMSDL). ASSIST Online is available as a yearly subscription service. The ASSIST-Online subscription includes a copy of the current ASSIST Computer base Training (CBT) CD.

The DODSSP also offers an ASSIST-CD. This standalone product consists of primary DODISS information and selected DODSSP document information, and boasts extensive report-generation capabilities.

### **ASSIST Products**

ASSIST-Online, annual subscription - \$1,500.00

ASSIST-CD, single issue - \$100.00

ASSIST-CD, annual subscription (6 discs) - \$500.00

### **Department of Defense Index of Specifications and Standards (DODISS)**

The DODISS, as its name implies, is a comprehensive index of Federal and Military specifications and standards, guide specifications, military handbooks and bulletins, Commercial Item Descriptions, adopted non-government standards, and other related standardization documents used by the Department of Defense, and all available in the DODSSP Collection. It is an invaluable reference tool for anyone interested in identifying specific standardization documents for purchase.

The DODSSP issues complete revisions of the DODISS every other month, and several formats are available. The DODISS is available on CD-ROM, in standard Portable Document Format , with the appropriate reader software included; this product can be ordered either in single issue or as a yearly subscription with bi-monthly issues. The DODISS is also available on-line as a part of the ASSIST Standardization Document Management Database, and can be ordered with your ASSIST subscription. Finally, The Superintendent of Documents offers the DODISS in printed form.

### **DODISS-CD**

Single Issue - \$50.00

Annual Subscription (6-CDs) - \$150.00

### **Individual Documents**

Individual documents are available from the DODSSP in paper format. The cost of these documents is determined by page count, with a set price of \$.09 per page side. The minimum DODSSP order (for all orders up to 55 pages) is \$5.00. For example: if you order a 100 page

document that is printed on both sides, front and back (50 sheets of paper) the cost would be \$5.00 for the first 55 pages, and \$.09 X 45 (\$4.05) for the remaining 45 pages, or \$9.05 for one copy of that document.

The Customer Service Representatives at the DODSSP Special Assistance Desk can help you determine accurate page counts for the documents you require. Just ask for a "page count call-back." The Special Assistance Desk number is: (215) 697-2667 / 2179

### **Data Item Descriptions (DIDs)**

Data Item Descriptions define the data required of a contractor in order to perform for a government contract. DIDs specifically define the data content, preparation instructions, format, and intended use.

The DODSSP issues DIDs as a complete set twice a year, in April and October. Included in this DIDs set is a current index of all active and cancelled DIDs - called the Acquisition Management System and Data Requirements Control List (otherwise known as the AMSDL 5010.12L). The complete DIDs set (with the AMSDL) can be ordered in paper format.

Annual subscriptions of DIDs updates are also available.

### **DID Sets**

Complete Set, Single Issue - \$150.00  
Updates, Annual Subscription - \$25.00

**Mail Subscription Requests to:**  
**DoDSSP**  
**Standardization Document Order Desk**  
**700 Robbins Avenue, Bldg. 4D**  
**Philadelphia, PA 19111-5094**

**Phone**  
**(215) 697-2667/2179**

Contractors using the subscription service are not relieved of any responsibilities in complying with military contracts.

Special Assistance Desk - A special assistance desk is available Monday through Friday 7:30 AM to 4:30 PM (Eastern Time) to assist you in matters such as:

Inquiries about DoDSSP services, status of orders previously placed; establishing a customer account; sources for documents not at the DoDSSP; and special requests such as obtaining a complete set of documents.

**Special Assistance Desk**

**(215) 697-2667/2179**

**Note: Orders not accepted on these lines**

**7:30 AM to 4:30 PM**

**(Eastern Time)**

**or write to:**

**DoDSSP**

**Special Assistance Desk**

**700 Robbins Avenue, Bldg. 4D**

**Philadelphia, PA 19111-5094**

**Order Forms**

Orders for individual documents can be made by using the DODSSP Specifications and Standards Order Form (DAPS-Philadelphia 1425/7).

Orders for all other DODSSP products can be made by using the DODSSP Products/ Subscriptions Order Form (DAPS-Phila 5270/5). These downloadable order forms in Portable Document Format (.pdf) can be accessed using Adobe's free Acrobat Reader Version 3.0 or later.

You will find that these forms are interactive, with various "live" buttons and text fields allowing you to complete them on-screen. Currently, your only options for submitting these forms are by mail or fax. Address and fax information is on the forms.

If you prefer, mail or FAX orders can also be made on official company letterhead.

**Contractors Please Note**

Commercial contractors using the DODSSP subscription service for documents are not relieved of any responsibilities in complying with military contracts.

**The Federal Supply System**

The Federal Government buys, stocks, and uses over 7 million items. As a prospective supplier, you should know some basics about the system that manages those items.

The catalog of the supply systems assigns National Stock Numbers (NSNs) to each item the Government uses. The NSN is a 13 digit number assigned by the Defense Logistics Service Center (DLSC), Battle Creek, Michigan. The first four digits identifies the Federal Supply Class (FSC) of the product. The next nine numbers represent the National Item Identification

Number (NIIN). The first two numbers of the NIIN identifies the country of origin. The remaining seven digits identifies the specific item. DLSC currently lists over 7 million NSNs. For information on NSNs, telephone customer service, (616) 961-4725; for NATO countries telephone (616) 961-4334.

The FSC system has three major subdivisions, which are dealt with in three different ways. The first major subdivision is R&D. See Part 3 of this handbook for information about contracts for R&D.

All other services - as distinguished from R&D - are coded, in the FSC system, with a code that consists of one letter and three digits. The initial letter serves to group similar services. Table 1 lists these service group identifiers. These groups are subdivided, sometimes into only a few specific codes and sometimes into many. You should know which letter group seems to cover the service you can furnish.

**TABLE 1**  
**FEDERAL SUPPLY CLASSIFICATION GROUPS**  
**(for services other than research and development)**

FSC Group	Description
B	Special Studies and Analyses - Not R&D
C	Architect and engineering Services - construction
D	Automatic Data Processing and Telecommunication Services
E	Purchase of Structures and Facilities
F	Natural Resources And Conservation Services
G	Social Services
H	Quality Control, Testing, And Inspection Services
J	Maintenance, Repair, And Rebuilding Of Equipment
K	Modification Of Equipment
L	Technical Representative Services
M	Operation Of Government-Owned Facilities
N	Installation Of Equipment
P	Salvage Services
Q	Medical Services
R	Professional, Administrative, And Management Support Services
S	Utilities And Housekeeping Services
T	Photographic, Mapping, Printing, And Publication Services
U	Education And Training Services
V	Transportation, Travel And Relocation Services
W	Lease Or Rental Of Equipment
X	Lease Or Rental Of Facilities
Y	Construction Of Structures And Facilities
Z	Maintenance, Repair, Or Alteration Of Real Property

The FSC system is most important to you in connection with DoD acquisitions of supplies and equipment. Here the identification is either by two-digit groups or by four-digit individual codes. Table 2 lists the two-digit groups. The listing of products and services in Part 2 of this handbook is arranged in FSC sequence. Sometimes only the two-digit code is used; this means that, in general, the same major buying offices buy most of the products in the group. In other cases, some or all of the four-digit codes are listed; this means that there are differences in buying patterns. You should know at least the two-digit code, and preferably the four-digit code, covering each of your products.

**TABLE 2**  
**FEDERAL SUPPLY CLASSIFICATION GROUPS**  
**(for supplies and equipment)**

FSC Group	Description
10	Weapons
11	Nuclear ordnance
12	Fire control equipment
13	Ammunition and explosives
14	Guided missiles
15	Aircraft and airframe structural components
16	Aircraft components and accessories
17	Aircraft launching, landing, and ground handling equipment
18	Space vehicles
19	Ships, small craft, pontoons, and floating docks
20	Ship and marine equipment
22	Railway equipment
23	Ground effect vehicles, motor vehicles, trailers, and cycles
24	Tractors
25	Vehicular equipment components
26	Tires and tubes
28	Engines, turbines, and components
29	Engine accessories
30	Mechanical power transmission equipment
31	Bearings
32	Woodworking machinery and equipment
34	Metalworking machinery
35	Service and trade equipment
36	Special industrial machinery
37	Agricultural machinery and equipment
38	Construction, mining, excavating, and highway maintenance equipment
39	Materials handling equipment
40	Rope, cable, chain, and fittings
41	Refrigeration, air conditioning, and air circulating equipment
42	Fire fighting, rescue, safety equipment and environmental protection equipment and materials
43	Pumps and compressors
44	Furnace, steam plant, and drying equipment; nuclear reactors
45	Plumbing, heating, and waste disposal equipment
46	Water purification and sewage treatment equipment
47	Pipe, tubing, hose, and fittings
48	Valves
49	Maintenance and repair shop equipment
51	Hand tools
52	Measuring tools

- 53 Hardware and abrasives
- 54 Prefabricated structures and scaffolding
- 55 Lumber, mill work, plywood, and veneer
- 56 Construction and building material
- 58 Communication, detection, and coherent radiation equipment
- 59 Electrical/electronic equipment components
- 60 Fiber optics materials, components, assemblies and accessories
- 61 Electric wire and power distribution equipment
- 62 Lighting fixtures and lamps
- 63 Alarm, signal, and security detection systems
- 65 Medical, dental, and veterinary equipment and supplies
- 66 Instruments and laboratory equipment
- 67 Photographic equipment
- 68 Chemicals and chemical products
- 69 Training aids and devices
- 70 General-purpose automatic data processing (ADP) equipment (including firmware), software, supplies, and support equipment
- 71 Furniture
- 72 Household and commercial furnishings and appliances
- 73 Food preparation and serving equipment
- 74 Office machines, text processing systems and visible record equipment
- 75 Office supplies and devices
- 76 Books, maps, and other publications
- 77 Musical instruments, phonographs, and home type radios
- 78 Recreation and athletic equipment
- 79 Cleaning equipment and supplies
- 80 Brushes, paints, sealers, and adhesives
- 81 Containers, packaging, and packing supplies
- 83 Textiles, leather, furs, apparel, and shoe findings, tents and flags
- 84 Clothing, individual equipment, and insignia
- 85 Toiletries
- 87 Agricultural supplies
- 88 Live animals
- 89 Subsistence
- 91 Fuels, lubricants, oils, and waxes
- 93 Nonmetallic fabricated materials
- 94 Nonmetallic crude materials
- 95 Metal bars, sheets, and shapes
- 96 Ores, minerals, and their primary products
- 99 Miscellaneous



## Introducing a New Item

The Federal Government, especially DoD, buys many different products. If your firm makes a product, there is a good chance that DoD already buys something like it. If so, the advice in the following section may help you find a purchaser. You may feel, however, that your product is unique. How then should you proceed?

The Federal catalog system, described above, is based on the idea of one NSN for any one item, and the assignment of each particular class of product to a single manager. To sell your item, you need to get it assigned an NSN. The first step is for you to find out what the Government already buys. You should obtain the specifications (and standards, if applicable) for products similar to yours. Any Government small business specialist can help you review the indexes mentioned above under "Types of Specifications." You should study the differences between your item and those now in the system. You can then get in touch with the organization that writes specifications for items such as yours. You can try to persuade it to modify the specification so that your product will be acceptable under an existing NSN, or to write a new specification to cover your product. Before doing this, the organization will need to determine the potential need for the product; you may be able to help at this point.

If your new item has been accepted in the commercial marketplace but does not yet have an NSN, you may be able to arrange for it to be put on a New Item Introductory Schedule. The General Services Administration (GSA) uses that process when various Federal agencies might be interested in the new product. GSA's Business Service Centers are listed in Part 6 of this handbook. Their World Wide Web address is: <http://www.gsa.gov/oed/regions.htm>.

## DoD Central Contractor Registration (CCR)

On October 1, 1996, the DoD implemented the capability for contractors to register in the CCR. The DoD has determined the CCR acquisition reform initiative will assist the Department in complying with recent legislation. CCR is the single DoD registration for contractors who conduct business or who are interested in conducting business with the Department. CCR allows Federal Government contractors to provide basic information on business capabilities, and financial information one time to the government.

DoD will be requiring contractors to register in the Federal CCR in order to obtain future solicitation awards, or payments, for goods or services provided to the DoD. **You must be registered by May 31, 1998**. For information on "Free" registration contact:

Department of Defense  
Electronic Commerce Information Center  
1-800-334-3414 or visit Website at: <http://www.acq.osd.mil/ec>

A sample of the CCR's EZ Registration Form can be found at Appendix C-29.

## **Government Purchase Card**

The Government Purchase Card is playing a key role in the drive to streamline the Federal Acquisition Process. It provides DoD Military and Civilian personnel with the authority to purchase their own small dollar (\$2,500 and less) commercial supplies and services without having to go through a contracting office. What this means is that DoD personnel can satisfy their needs faster and more economically. Savings are being found with commercial vendors as well. When the card is used for purchasing, the vendor does not have to submit invoices and wait the usual 30 days for payment. With the purchase card, vendors are paid within 72 hours. If your company already accepts credit cards, transaction procedures are identical. If your company does not currently accept credit cards, contact your local bank or financial institution. Once your application is complete, it takes about 21 days to begin accepting transactions.

As with all credit card transactions, there is a fee assessed to the merchant when cards are used. Cost is based on the volume of your card business and the average size of your transactions. Be sure to shop around for the lowest fee possible - rates are competitive.

## **SOURCES OF INFORMATION ON DEFENSE PROCUREMENT**

If you want to do business with DoD, you should determine whether there is a DoD market for your products or services. Parts 2, 3, and 4 of this handbook identify the products and services used by DoD and the offices that buy them. Note also the website address included in Page 52 which will provide information on historical buys by 4 digit federal supply code. A review of these parts of the handbook will indicate whether there is a potential market for your products or services within DoD. Note that while DoD purchases products and services to meet specific operational or inventory level requirements, the timing of the purchases depends on the Federal Government's budget process. In addition to the existence of the potential need and the specific purchase office you may sell to, you need to know when your products or services will be purchased.

### **Small Business Advisors**

Every DoD purchasing office has at least one small business specialist. These specialists can provide information about contracting and subcontracting opportunities with that office and at other DoD purchasing offices. The telephone number provided for each activity listed in this handbook is that of this specialist. In addition, DoD publishes a directory of its small business specialists listing, by name, location, and phone number, every such specialist in DoD.

### **Solicitation Mailing Lists**

Every DoD purchasing activity maintains lists of prospective suppliers that have indicated their desire to sell their products or services to that activity. These solicitation mailing lists (SMLs) are the key to obtaining maximum opportunities to compete for DoD requirements. When your name is placed on an SML, most solicitations for that product or service will automatically be issued to you. When an SML is extremely long, the purchasing activity may use only a portion of it for any one solicitation. In such situations, a prorata number of small

businesses will be included in the solicitation. If you do not respond, either by an offer or by a request for retention on the list, to each solicitation you receive, your name may be deleted from the SML. Detailed instructions for getting listed in SMLs are provided below, in the section entitled "Making Your Capabilities Known." Note: SMLs may not be used when electronic commerce methods are used which transmit solicitation or presolicitation notices automatically to all interested sources participating in electronic contracting with the purchasing activity.

## **Bid Boards**

Every DoD purchasing activity maintains, in a public place, a bulletin board on which is displayed a notice or copy of each proposed contract action between \$10,000 to \$25,000. If it is impractical to post a copy of the proposed action, the bulletin board notice describes the action and tells where a copy may be examined. The action or notice is posted on the bid board on the date the solicitation is issued and is kept there for at least 10 days or until after quotations have opened, whichever is later.

## **Commerce Business Daily**

Another way to learn of proposed purchases is through the Commerce Business Daily (CBD). This paper, published every working day by the Department of Commerce, lists virtually every proposed DoD procurement estimated to exceed \$25,000. It lists major DoD prime contract awards that have potential subcontracting opportunities. It also contains information about DoD needs for R&D efforts in fields in which unsolicited proposals may be appropriate. Each issue of the CBD contains large amounts of information in highly condensed form. Explanatory notes are included only in the Monday edition. It may be advisable to review a copy before subscribing; only you can determine its utility for your particular needs. The CBD is available for inspection at each DoD purchasing and contract administration activity and at all field offices of the SBA, the Department of Commerce, and GSA, as well as some local chambers of commerce and libraries. The CBD is also available electronically on the DoD World Wide Web at: (<http://www.acq.osd.mil/sadbu>). Subscription information is provided in Appendix A.

## **Small Business Innovation Research Program (SBIR) and Small Business Technology Transfer (STTR) Programs**

The purpose of DoD's SBIR and STTR programs is to harness the innovative talents of our nation's small technology companies for the benefit of the U.S. military and the U.S. economy.

DoD's SBIR program funds early-stage R&D projects at small technology companies -- projects which serve a DoD need and have the potential for commercialization in private sector and/or military markets. The program, funded at roughly \$530 million per year, is part of a larger (\$1.1 billion) federal SBIR program administered by ten federal agencies. (For information on the ten-agency federal SBIR program, call the Small Business Administration at (202) 205-6450, or see the SBA's SBIR/STTR Home Page, at :

[http://www.sbaonline.sba.gov/Research\\_And\\_Development.\)](http://www.sbaonline.sba.gov/Research_And_Development.)

As part of its SBIR program, the DoD issues an SBIR research solicitation twice a year, describing its R&D needs and inviting R&D proposals from small companies. Companies apply first for a six-month phase I award of up to \$100,000 to test the scientific, technical, and commercial merit and feasibility of a particular concept. If phase I proves successful, the company may be invited to apply for a two-year phase II award of up to \$750,000 to further develop the concept, usually to the prototype stage. Proposals are judged competitively on the basis of scientific, technical, and commercial merit. Following completion of phase II, small companies are expected to obtain funding from the private sector and/or non-SBIR government sources to develop the concept into a product for sale in private sector and/or military markets.

In 1992, Congress established the STTR pilot program. STTR is similar in structure to SBIR but funds *cooperative* R&D projects involving a small business and a university, federally-funded R&D center, or nonprofit research institution. DoD's STTR program, funded at \$30 million in fiscal year 1997, is part of a larger (\$60 million) federal STTR program administered by five federal agencies. (For information on the five-agency federal STTR program, call the Small Business Administration at (202) 205-6450, or see the SBA's SBIR/STTR Home Page, at <http://www.sbaonline.sba.gov/sbir/>). DoD issues one STTR research solicitation each year.

To obtain hard copies of current and future DoD SBIR and STTR solicitations, place your name and address on the SBIR/STTR mailing list by calling 800/382-4634 or by sending an e-mail message to [sbirhelp@us.teltech.com](mailto:sbirhelp@us.teltech.com). You can also access each solicitation electronically on the DoD SBIR/STTR Home Page (<http://www.acq.osd.mil/sadbu/sbir/>), starting four to six weeks before the official opening date (i.e., before October 1 or June 1 for SBIR, and before December 1 for STTR).

If you have general questions about the DoD SBIR or STTR programs, please call the DoD SBIR/STTR Help Desk at 800/382-4634.

## **PROCUREMENT TECHNICAL ASSISTANCE (PTA) COOPERATIVE AGREEMENT PROGRAM**

The PTA Program is a Congressionally authorized DoD initiative designed to establish a network of assistance offices for business entities seeking to market their goods and/or services to federal, state and local governments. The Defense Logistics Agency awards cost sharing cooperative agreements for this purpose. Recipients of these agreements are state and local governments, private nonprofit and tribal organizations and Indian economic enterprises. Recipients provide technical expertise in such areas as identifying bid opportunities through bid matching, bid and proposal preparation, preaward surveys, quality assurance and accounting systems. Business firms interested in marketing their products and/or services to the federal, state and local governments should contact these centers. More information regarding this Program and a current list of cooperative agreement recipients are available from the Program Manager, Small and Disadvantaged Business Utilization, Headquarters, Defense Logistics Agency, 8725 John J. Kingman Road, Suite 2533, Room 1127, Fort Belvoir, VA 22060-6221, telephone (703) 767-1650, or see the DLA Home Page, at <http://www.dla.mil>.

## SUBCONTRACTING OPPORTUNITIES

Subcontracting offers small business firms an important means of participating in DoD purchasing; particularly, if your capabilities are such that prime contracts are not within your reach. Some of the most significant factors to consider in deciding whether you want to be a subcontractor to a DoD prime contractor are listed below:

- o Production for DoD is often intricate and exacting. Subcontractors frequently have to work to very close tolerances, under precise specifications, and with tight delivery schedules.
- o Subcontractors have no contractual relationship with the Government.
- o The prime contractor will need to know as much about your organization and its ability to perform the work as is needed to make the determination of responsibility described previously.

If you are interested in pursuing DoD subcontracting opportunities, there are two major sources of information. One is the CBD, which lists awards of contracts in excess of \$100,000 that provide subcontracting opportunities. The other stems from DoD's efforts to maximize small business subcontracting opportunities. Large business firms receiving DoD construction contracts in excess of \$1,000,000 or other contracts in excess of \$500,000 offering subcontracting possibilities are required to establish plans for subcontracting to small and small disadvantaged business. These contractors must designate a small business liaison officer to administer these plans. DoD annually publishes Subcontracting Opportunities with DoD Major Prime Contractors, which lists all these prime contractors, their product lines, and the names and telephone numbers of their small business liaison officers. This directory is a major source of leads to subcontracting opportunities with DoD prime contractors and is available on the OSD SADBUs website (<http://www.acq.osd.mil/sadbu>) under publications.

## MAKING YOUR CAPABILITIES KNOWN

If you find a potential market between DoD's needs and your firm's capabilities, you need to make these capabilities known. The ways to do this vary depending on the nature of your business. The suggestions provided here are in addition to your normal marketing procedures.

### Getting on Solicitation Mailing Lists (SML)

The most common way to match your capabilities with the potential DoD market is to have your firm listed on the appropriate SMLs of those activities you hope to contract with for your products or services. To accomplish this, you should get advice from the small business specialists at your selected purchasing activities. Virtually every DoD purchasing activity uses Standard Form 129, Solicitation Mailing List Application. However, this basic document almost always needs to be supplemented by other documents or listings useful only in the individual activity. You must submit a separate application to each activity you hope to sell to. Note that each activity may have slightly different instructions for this information. To ensure that your

capabilities will be made known at each purchasing activity, be sure you follow the specific procedures and suggestions of that activity.

The small business specialist at any activity will furnish the forms free and will help you with their preparation. Purchasing activities identify source lists by means of the FSCs. This means you should know the FSC codes applicable to your products and services and enter them on your SML applications. Note that Part 2 of this handbook identifies the FSCs for products purchased by major military purchasing offices.

You will expedite the processing of your SML application if you also complete and submit a DD Form 2051, Request for Assignment of a Commercial and Government Entity (CAGE) Code. The CAGE code is a five position alpha numeric identifier assigned by the Defense Logistics Services Center, Battle Creek, Michigan. The code identifies the contractor plant or establishment as a unique entity. CAGE numbers are used by many purchasing activities to identify the firms with which they do business. To obtain a CAGE contractors can now submit DD Form 2051 (request for CAGE Code) on-line. The Defense Logistics Services Center has a bulletin board for CAGE Code assignment and maintenance. On-line submission allows a 3 to 5 days turn around. To request a CAGE Code, long-on to: <http://www.dlsc.dla.mil/cagebbs.htm> and select "Request for CAGE Code - DD Form 2051. A copy of DD Form 2051 is contained in Appendix C of this publication on pages C-27 and C-28.

## **Research and Development Brochures**

If you are interested mainly in obtaining R&D contracts, you should consider preparing an R&D brochure covering your organization and its capabilities. Obtaining an R&D contract requires a selling job to the technical personnel of the appropriate DoD purchasing activity. Experienced firms report that a well-thought-out brochure quickly establishes their basic qualifications and field of endeavor. At a minimum, an R&D brochure should identify work you have done or are doing, the type of work for which you are specially qualified, and the names and qualifications of key scientific and primary technical personnel on your staff or available to you, and should describe your facilities and equipment. Note any Government prime or subcontract work you may have done, together with any DoD or other Government agency security clearance you may have. When you contact a DoD purchasing office, you should present your brochure to both the contracting and the technical personnel.

## **Unsolicited Proposals**

Sometimes you can create your own contracting opportunities by submitting unsolicited proposals to perform R&D work or to introduce a new or improved item that may be of interest to DoD. You can learn about DoD R&D needs from advance notices in the CBD. Informal contacts with agency personnel are also a good means of obtaining this information. To be considered, an unsolicited proposal must offer a unique and innovative concept to the Government. Your proposal should contain an abstract of the proposed effort, the method of approach, and the extent of the effort. It should also include a proposed price or estimated cost. If it includes any proprietary data you wish to protect against disclosure to third parties, you should clearly mark such data with a restrictive legend. Part 3 of this handbook provides detailed guidance for preparation of unsolicited proposals.

## **Special Procedures for Architect-Engineer Firms**

Architect-engineer (A&E) services are contracted for under a special procedure established by law. It does not involve submission of bids, and SMLs are not maintained for A&E services. The selection of A&E firms for DoD contracts is based upon the professional qualifications necessary for satisfactory performance of the services required.

Selection is subject to the following criteria:

- o Professional qualifications necessary for satisfactory performance of required services.
- o Specialized experience and technical competence in the type of work required.
- o Capability to accomplish the work in the required time.
- o Past performance on contracts (Government or commercial) in terms of cost control, quality of work, and compliance with performance schedules.
- o Location of the firm in the general geographical area of the project and knowledge of the locality of the project.
- o Volume of work previously awarded by DoD to the firm (the object is to effect equitable distribution of work among qualified A&E firms).

Firms wishing to be considered for A&E contracts should send their qualifications to the activities responsible for the geographic area(s) in which the firm desires to work. These qualifications must be submitted by filing Standard Form 254, Architect-Engineer and Related Services Questionnaire, with the selected activities. In response to a specific project announcement, interested firms should submit Standard Form 255, Architect-Engineer and Related Services Questionnaire for Specific Project. A copy of each of these forms is included in Appendix C. Additional forms may be obtained from any military or other Federal Government construction office.

All requirements for A&E services are publicly announced. When a contract is not expected to exceed \$10,000, an agency evaluation board or the chairperson of such a board will review the current data files on eligible firms (i.e., Standard Forms 254, Architect-Engineer and Related Services Questionnaire, and 255, Architect-Engineer and Related Services Questionnaire for Specific Project, and performance reports) and evaluate those firms in accordance with the above criteria. A designated individual in the agency reviews this evaluation and establishes a listing, in order of preference, of at least three firms considered most highly qualified to perform the work. This list of "selected firms" is then provided to the contracting officer, who obtains a proposal from and negotiates with the most preferred firm. If a mutually satisfactory contract cannot be negotiated, the contracting officer so notifies that firm

and proceeds to the next most preferred firm. For contracts expected to exceed \$10,000, the agency's evaluation board must hold discussions with at least three of the most highly qualified firms regarding concepts and the relative utility of alternative methods of furnishing the required services.

Contracts estimated to cost under \$85,000 are generally reserved for small business firms.

For more detailed information on A&E procedures, see Subpart 36.6 of the FAR.

### **Local Purchases**

Virtually all military installations are authorized to make local purchases and to contract for various services. Typically, local purchases are made under the following conditions:

- o The purchase is small, usually \$100,000 or less.
- o The items to be purchased are not centrally procured or stocked.
- o The items are to be consumed locally.
- o The products or services are required for maintenance and repair of buildings of the installation or for equipment stored at the installation.

Examples of products and services purchased locally are office supplies, automotive spare parts, tools and equipment, some perishable food items for troop meals, laundry and dry cleaning, refuse collection, job-lot printing, and repair and maintenance.

For the most part, local purchases are made from sources near the purchasing installation. While proposed local purchases in excess of \$25,000 will be published in the CBD, most of those for lesser amounts will not. The marketing strategy for firms whose products and services correspond to the typical local purchase situation should be directed toward the requirements of military installations within their geographic area.

### **Electronic Commerce (EC) and Electronic Data Interchange (EDI)**

**Background** - The DoD is rapidly moving to an electronic environment in the conduct of business transactions with private industry. The bulk of DoD business transactions associated with procurement and contract administration are increasingly being electronically integrated. Business firms, both large and small, interested in doing business with the DoD will need to make appropriate adjustments to maintain a sound business relationship with the DoD.

**EC & EDI** - Consider EC as the conduct of business transactions (including the supporting functions of administration, finance, logistics, procurement, and transportation) between the DoD and private industry, using an integrated automated information environment. Consider EDI as the computer-to-computer exchange of routine business information using standard electronic formats. Translation software aids in that exchange by converting data extracted from your



application data base into a standard EDI format for transmission to one or more trading partners. It also converts EDI-formatted data received from those trading partners into a file format your application system recognizes. Ultimately, the data is processed and written to your data base.

**Benefits of Using EC/EDI** - EC/EDI uses technology resources readily available commercially. Some firms currently possess the necessary technology and, accordingly, will not need to invest in capital resources. The generally acknowledged benefits of using EC/EDI are: improved business opportunities; improved record-keeping, fewer mistakes, reduced processing delays, less reliance on human interpretation of data; greater competition and reduced prices; reduced order time; savings from reduced inventories, elimination of lost documents; and better information for management decision-making.

**Electronic Commerce Information Center (ECIC)** - The ECIC was formally established in November 1994 to provide all necessary information to current and potential contractors and governmental activities on how to conduct business electronically with the DoD and other federal agencies. The ECIC can be reached by phone from 8AM to 8PM EST at 1-800-EDI-3414 or (703)681-0211, by facsimile at (703) 275-5691, or by mail at the following address: Electronic Commerce Office Information Center, 7676 Old Springhouse Road, McLean, VA 22102. The World Web Website address is: <http://www.acq.osd.mil/ec>.

## PART 2

### PRODUCTS AND SERVICES BOUGHT BY MAJOR MILITARY PURCHASING OFFICES

This part deals with the major purchasing offices; it consists of two sections.

Pages 24 to 51 list the major military purchasing offices of the Army, Navy, Air Force, and Defense Logistics Agency (DLA). The accompanying description summarizes the procurement responsibilities of each of these offices. This list will help you determine which major purchasing offices offer sales opportunities for your firm. The telephone numbers are those of the small business specialists. The second section of this part (pages 52 to 62) lists the products and services purchased by the major military purchasing offices. It will be easier to locate sales opportunities for specific items from this list. These items are listed in the numerical sequence of their FSC codes. Once you have located the product or service in which you are interested, note the alphanumeric designators that appear after it. These designators refer back to the major purchasing offices. For example, look at the classification "FSC 1560 Airframe Components, A-3, D-3" in the listings of products and services. After this classification appear "A-3 and D-3." By turning to the list of major purchasing offices and locating these designators, you will find that Airframe Components are purchased by U.S. Army Aviation and Missile Command, Redstone Arsenal, AL and Defense Supply Center, Richmond, VA.

For each product or service, the FSC list refers to the major buying offices. Other offices may also buy the listed items, but less frequently. You may form your own opinion on the basis of the brief descriptions furnished for each of the major purchasing offices listed. If your product or service can be acquired under the simplified acquisition procedures, you should ensure that those potential buyers geographically closest to you are aware of your desire to supply their needs. A geographical listing of all military purchasing offices is contained in the booklet entitled Small Business Specialists.

Suppose, for example, that your product is used by data processing groups. Table 2 (on page 12) sends you to FSC group 70. The listing suggests "General Purchase" for all the subcodes of group 70. This means that contracts for ADP equipment and support are awarded not only by major buying offices but by others, too. Your marketing effort should, therefore, focus not only on the major offices, but on all offices conveniently located to you; you can find a geographic listing of purchase offices in Small Business Specialists.

Information on this book can be found at Appendix A-2 in the back of this publication.

Services tend to be acquired locally. You should look in the listing arranged by FSC codes, showing the major buying offices that make significant amounts of awards for each category of service. But, for most services, you should arrange to get on the appropriate SMLs of the DoD buying offices in your region.

Remember, you are not selling your product! You are letting the Government's buyer know about you. The Government will not usually be able to respond immediately. It may be as much as a year after you express your interest before you routinely receive solicitations.

**MAJOR MILITARY PURCHASING OFFICES  
LISTED BY DOD COMPONENT  
Major Army Buying Offices**

**A-1 U. S. Army Industrial Operations Command (309) 782-7302**  
**ATTN: AMSIO-SB**  
**Rock Island, IL 61299-6000**

Principal interests: Ammunition, fuses, projectile assemblies, mortars; ammunition destruction; nuclear and nonnuclear munitions; rocket and missile warhead sections; demolition munitions; mines, bombs, grenades; and pyrotechnic boosters.

**A-2 U. S. Army Chemical Biological Defense Command (410) 671-3136**  
**AMSCB-SBA(A)**  
**Aberdeen Proving Ground, MD 21010-5423**

Principal Interests: Research, concept exploration, demonstration and validation, engineering manufacturing development and internal production of chemical defense system, obscuring smoke and aerosol systems and flame weapons, chemical material destruction (stockpile/nonstockpile)

**A-3 U. S. Army Aviation and Missile Command (205) 876-5441**  
**AMSAM-SB**  
**Redstone Arsenal, AL 35898-5150**

Principal Interests: Army aircraft, equipment, and supplies; development of turbine engines and new helicopter systems. Free rockets, guided missiles, ballistic missiles, targets, air defense, fire control coordination equipment, related special-purpose and multisystem test equipment, missile launching and ground support equipment, and metrology and calibration equipment.

**A-4 U. S. Army Communications and Electronics (908) 532-4511**  
**Command, AMSEL-SB**  
**Fort Monmouth, NJ 07703-5005**

Principal interests: Communications-electronics systems and subsystems and related equipment for command, control and communications; countermeasure and tactical sensor equipment.

**Subordinate Activities:**

**U. S. Army Communications and Electronics  
Command Acquisition Center-Combat Support  
Center, AMSEL-CB  
Fort Huachuca, AZ 85613-5300**

**(520) 538-7870**

Principal Interests: Equipment and systems to support the Army's total information needs, including communications, data processing, and multi-command management information systems.

**U. S. Army Communications and Electronics  
Command Acquisition Center-Washington  
Operations Office  
2461 Eisenhower Avenue, Hoffman 1 Building  
Alexandria, Virginia 22331-0700**

**(703) 325-5793**

Principal interests: Automated information hardware, software, services, maintenance, and systems.

**A-5 U. S. Army Research Laboratory  
ATTN: AMSRL-SB  
2800 Powder Mill Road  
Adelphia, MD 20783-1197**

**(301) 394-3692**

Principal Interests: Nuclear survivability, lethality, radar, signal sensors, signatures, information processing; electronic surveillance systems; high-power microwave and acoustic technology, materials, digitization of battlefield, MANTECH, advanced computing.

**A-6 U. S. Army Tank-automotive and Armaments  
Command  
AMSTA-CS-CB  
Warren, MI 48397-5000**

**(810) 574-5388**

Principal interests: Ground vehicles (tanks, infantry fighting vehicles, trucks and trailers, construction and material handling vehicles); vehicle components and supplies (e.g., power train components, electronic assemblies, armor, tires, special purpose kits); combat engineering equipment (e.g., bridges); railway cars; watercraft; fuel and water tanks; and research and development services (product development/ improvement, testing and analysis, technical support for fielded systems).

**Subordinate Installations:**

**U. S. Army Armament and Chemical  
Acquisition and Logistics Activity  
AMSTA-AC-SB  
Rock Island, IL 61299-7630**

**(309) 782-6709**

Principal Interests: Armament systems (artillery, small arms, fire control equipment); armament components and supplies (e.g., optical equipment, electronic assemblies); and chemical, nuclear and biological protection equipment.

**U. S. Army Armament Research,  
Development and Engineering Center  
AMSTA-AR-SB  
Picatinny Arsenal, NJ 07806-5000**

**(201) 724-4106**

Principal interests: Product development/improvement of munitions, weaponry, and fire control systems; testing and analysis; and technical support for fielded armament systems.

**A-7 Department of the Army  
Defense Supply Service-Washington  
5200 Army Pentagon  
Washington, D. C. 20310-5200**

**(703) 697-6024**

Principal interests: Supplies, materials, and equipment; research; contractual services; studies and analytical support services; machine rental, repair, and maintenance services; and other related services for DoD agencies located in or near Washington, D. C.

**A-8 Military Traffic Management Command  
5611 Columbia Pike, ATTN: MTAQ-S  
Falls Church, VA 22041-5050**

**(703) 681-3515**

Principal interests: Stevedoring and related terminal services; transportation and storage of personal property, including household goods; commercial travel services; federal information processing services, and transportation of personnel.

**Associated installations:**

**Military Traffic Management Command,  
Eastern Area Acquisition Office  
ATTN: MTELO-CO, Building 42  
Bayonne Military Ocean Terminal, Room 705A  
Bayonne, NJ 07002-5302**

**(201) 823-6509**

Principal interests: Repair and maintenance services for the Defense Freight Railway Interchange Fleet; processing privately-owned vehicles; terminal support supplies and services, and other services such as guard, trucking, towing, janitorial, refuse collection, and minor construction and repair.

**Military Traffic Management Command**  
**Western Area Acquisition Office**  
**MTWLO-CO, Oakland Army Base**  
**Oakland, CA 94626-5000**

**(510) 466-2703**

Principal interests: Container freight stuffing and unstuffing, processing privately-owned vehicles; reefer cargo services, base maintenance services, and minor construction and repair.

**A-9 U. S. Army Medical Research & Materiel Command**  
**MCMR-AAA**  
**820 Chandler Street**  
**Fort Detrick, MD 21702-5014**

**(301) 619-2471**

Principal interests: Basic and applies medical research and product development. Medical laboratory and logistical support services, supplies, equipment, and telecommunications.

#### **A-10 U. S. Army Medical Commands**

Principal interests: Medical supplies and equipment, direct health care professionals.

**Fitzsimons Army Medical Center**  
**MCHG-DC**  
**Aurora, CO 80045-5000**

**(303) 361-8488**

**Walter Reed Army Medical Center**  
**MCHL-Z**  
**Washington, D. C. 20307-5000**

**(202) 782-1255**

**Dwight D. Eisenhower Army Medical Center**  
**MCAA-SE**  
**Fort Gordon, GA 30905-5650**

**(706) 787-6793**

**Tripler Army Medical Center**  
**MCAA-PC**  
**Honolulu, HI 96819**

**(808) 433-3503**

**Brooke Army Medical Center**  
**MCAA-C**  
**Fort Sam Houston, TX 78234-6039**

**(210) 221-9088**

**William Beaumont Army Medical Center**  
**MCAA-SW**  
**El Paso, TX 79920-5001**

**(915) 569-2815**

**Madigan Army Medical Center**  
**MCAA-NW**  
**Tacoma, WA 94831-5021**

**(206) 698-4914**

#### **A-11 U. S. Army Depots**

Principal interests: Overhaul, rebuild, and modify munitions, weapon systems, helicopters, and communication equipment.

**Anniston Army Depot**  
**SIOAN-DOC**  
**Anniston, AL 36201-5003**

**(205) 235-4258**

**Bluegrass Army Depot**  
**SIOBG-PO**  
**Richmond, KY 40475-5115**

**(606) 625-6866**

**Corpus Christi Army Depot**  
**SIOCC-C**  
**Corpus Christi, TX 78419-6170**

**(512) 939-3913**

**Letterkenny Army Depot**  
**SIOLE-P**  
**Chambersburg, PA 17201-4150**

**(717) 267-9007**

**Red River Army Depot**  
**SIORR-P**  
**Texarkana, TX 75507-5000**

**(903) 334-3989**

**Sierra Army Depot**  
**SIOSI-CONT**  
**Herlong, CA 96113-5009**

**(916) 827-4836**

**Tobyhanna Army Depot**  
**SIOTY-K**  
**Tobyhanna, PA 18466-5045**

**(717) 895-7232**

**Tooele Army Depot**  
**SIOTE-CO**  
**Tooele, UT 84074-5020**

**(801) 833-2616**



**A-12 U. S. Army Corps of Engineers**  
**20 Massachusetts Avenue, N. W.**  
**Washington, D. C. 20314-1000**

**(202) 761-0725**

**Interested businesses should contact the Corps division and district offices which are included in the geographical listing of the booklet entitled "Small Business Specialists."**

Principal interests: Designs and manages the construction of military facilities for the Army and Air Force. Provides design and construction management support for other DOD and Federal agencies. Plans, designs, builds and operates water resources and other civil works projects. Provides research and development services for both military and civil works projects and for other agencies on a reimbursable basis..

**A-13 Other Army Commands\***

**\*Installation contracting offices for the commands listed below are included in the geographical listing of the booklet "Small Business Specialists."**

Principal interests: Supplies and services in support of each installation such as: office supplies/services, grounds maintenance, ADP maintenance and repair, laundry services, refuse collection, food services, printing, education and training services, minor construction, building maintenance and repair, and automotive spare parts.

**U. S. Army Training & Doctrine Command**  
**ATCS-B**  
**Fort Monroe, VA 23651-5000**

**(757) 727-3291**

**US Army Forces Command**  
**AFCS-SB**  
**Fort McPherson, GA 30330-6000**

**(404) 464-6223**

**National Guard Bureau**  
**NGB-SADBU**  
**Falls Church, VA 22041-3201**

**(703) 681-0655**

**US Army Military District of Washington**  
**ANPC-SB**  
**Fort Leslie J. McNair**  
**Washington, D. C. 20319-5058**

**(202) 685-1990**

**US Army, Pacific**  
**APAM**  
**Fort Shafter, HI 96858-5100**

**(808) 438-6530**

## **Major Navy Buying Offices**

**Headquarters U.S. Marine Corp**  
**Code L-2**  
**2 Navy Annex**  
**Washington, DC 20380-1775**

**(703) 696-1022**

Principal interests: Electronics equipment, specialized vehicles, and equipment peculiar to the Marine Corps.

**Marine Corps Systems Command**  
**Code SBS**  
**2033 Barnett Avenue, Suite 315**  
**Quantico, VA 22134-5010**

**(703) 784-5822**  
**ext. 236**

Principal interest: Research, development and acquisition of equipment, information systems, training systems and weapon systems to satisfy approved material requirements of the Marine Corps.

**Military Sealift Command**  
**Washington Navy Yard, Bldg-210,**  
**Code NOOB, Room 419**  
**901 M. Street, SE**  
**Washington, DC 20398-5100**

**(202) 685-5025**

Principal interests: Ocean shipping services to maintain strategic sealift, support of fleet units worldwide, and meeting special transportation needs of DoD sponsors for research, cable laying and repair, and special missions; movement of material, petroleum, oil, and lubricants, and personnel using U.S.-flag vessels; repair of oceangoing noncombatant ships.

**Office of Naval Research**  
**Code 00SB**  
**800 North Quincy Street, Rm 704**  
**Arlington, VA 22217-5660**

**(703) 696-4605**

Principal interests: Studies in the areas of mathematical and physical sciences, environmental sciences, engineering sciences, life sciences, and technology projects.

**Naval Research Laboratory**  
**Code 3204**  
**Building 222, Room 115**  
**4555 Overlook Ave., SW**  
**Washington, D.C. 20375-5326**

**(202) 767-6263**

Principal interests: Scientific research and advanced technology development for new and improved materials, equipment, techniques, systems and related operational procedures for the Navy. Fields of interest include space science and systems; environmental sciences; plasma physics; acoustics; radar; electronic warfare; marine technology; chemistry; materials; optical and radiation sciences; electronics and information technology.

**Strategic Systems Program**  
**Code, SP-01G1**  
**1931 Jefferson Davis Highway**  
**Arlington, VA 22241-5362**

**(703) 607-0217**

Principal interests: Fleet ballistic missiles.

**Naval Air Systems Command**  
**Building 441**  
**21983 Bundy Road, Unit 8**  
**Patuxent River, MD 20670**

**(301) 757-9044**

Principal interests: Navy and Marine Corps aircraft systems; air-launched weapons systems and subsystems; airborne electronics systems; air-launched underwater sound systems; airborne pyrotechnics; astronautics and spacecraft systems; airborne mine countermeasures equipment (except for explosives, explosive components, and fusing); aeronautical drones and towed target systems, including related ground control equipment and launch and control aircraft; meteorological equipment; overhaul and modification of all Naval aircraft/engines; operation and maintenance of weapons training ranges.

**Naval Air Warfare Center**  
**Aircraft Division**  
**Code 29.S South, Building 129**  
**Lakehurst, NJ 08053-5082**

**(908) 323-2812**

Principal interests: Launching, guidance, and recovery of Navy and Marine Corps aircraft in connection with test and evaluation; test design; stress analysis; structures; environmental simulation; design evaluation; aeronautical design; hydraulics; computer sciences; metallurgy; synthetic materials; electrical systems; mechanical systems and electronics; industrial engineering; optics; propulsion systems; acoustics; corrosion control; cryogenics; and control techniques. Procurements also include ground support equipment such as handling and servicing; armament support; avionics, propulsion, and mechanical devices; and medium and heavy machine shop assemblies and components.

**Naval Air Warfare Center  
Aircraft Division, Code 20C00W  
Contracts Building 588, Suite 2  
22347 Cedar Point Road, Unit 6  
Patuxent River, MD 20670-1161**

**(301) 342-7567  
Ext. 103**

Principal interests: Development of aircraft systems and their components; also antisubmarine warfare command systems and related equipment.

**Naval Air Warfare Center  
Weapons Division, Code 00K000D  
One Administration Circle  
China Lake, CA 93555-6001**

**(760) 939-2712**

Principal interests: Air warfare systems (except antisubmarine warfare systems) and missile weapons systems including propulsion, warheads, fuses, avionics and fire control, and guidance; and the national range/facility for parachute test and evaluation.

**Naval Air Warfare Center  
Training Systems Division  
Code 86D1/27B  
12350 Research Parkway  
Orlando, FL 32826-3224**

**(407) 380-8253**

Principal interests: Training aids, devices, equipment, and material for the Navy, Marine Corps, and other DoD activities.

**Space and Naval Warfare Systems Command  
Code SPA-OOK  
4301 Pacific Highway  
San Diego, CA 92110-3127**

**(619)524-7701**

Principal interests: Shore (ground) electronics; shipboard communications IFF, ECM, radio-navigation; fixed underwater surveillance systems; navigation aids; landing aids and air traffic control aids, except airborne communications via satellite and space surveillance systems; shore-based strategic data systems; communication data-link systems; radial equipment; special communications for fleet ballistic missile systems; standardized telemetry equipment and components; cryptographic equipment; expeditionary and amphibious electronic equipment; multiplatform electronic systems not otherwise assigned; antenna design and integration.

**Space and Navy Warfare System Center**  
**RDT&E Division, Code 02202**  
**53570 Silvergate Avenue**  
**San Diego, CA 92152-5113**

**(619) 553-4326**

Principal interests: New developments in command, control, and communications, electronic warfare, ocean surveillance, antisubmarine warfare weapon systems, submarine arctic warfare, ocean science, ocean engineering, biosystems research, and related technologies. Purchases include computer software and systems engineering services, computer equipment, electronic test instruments, and miscellaneous support equipment and services.

**Space and Navy Warfare System Center**  
**Code OAL**  
**P.O. Box**  
**North Charleston, SC 29419-9022**

**(803) 974-5115**

Principal interests: Sensors, video teleconferencing, image processing, air traffic control, meteorology, navigation, physical and computer security, command and control, communications, and cryptologic and intelligence.

**Naval Facilities Engineering Command**  
**Code FAC-OOJ**  
**200 Stovall Street, Room 11N59**  
**Alexandria, VA 22332-5000**

**(703) 325-8549**

Principal interests: Cranes; power plants; floating pile drivers; major boiler plants and electrical generators; and permanent facilities (including acquisition and disposal of real estate); design and construction projects as well as station maintenance and repair, including public utilities services.

### **Navy Construction**

Principal interests: A&E services, construction, and major maintenance and repair of naval facilities.

**Northern Division**  
**Naval Facilities Engineering Command**  
**Code 09J**  
**10 Industrial Highway, M/S 82**  
**Lester, PA 19113-2090**

**(610) 595-0637**

<b>Atlantic Division</b> Naval Facilities Engineering Command Code 09W 1510 Gilbert Street Norfolk, VA 23511-2699	<b>(757) 322-8222</b>
<b>Southern Division</b> Naval Facilities Engineering Command Code 09J, P. O. , Box 190010 2155 Eagle Drive North Charleston, SC 29419-9010	<b>(803) 820-5935</b>
<b>Southwest Division</b> Naval Facilities Engineering Command Code 09J 1220 Pacific Highway San Diego, CA 92132-5190	<b>(619) 532-3003</b>
<b>Pacific Division</b> Naval Facilities Engineering Command Code 09J 4262 Radford Drive Honolulu, HI 96818	<b>(808) 471-4577</b>
<b>Engineering Field Activity, Chesapeake</b> Naval Facilities Engineering Command Code 09J, Building 212 Washington Navy Yard 901 M Street, SE Washington, DC 20374-2121	<b>(202) 685-0088</b>
<b>Engineering Field Activity, Midwest</b> Naval Facilities Engineering Command Code 09J, Building 1A, Suite 120 2703 Sheridan Road Great Lakes, IL 60088-5600	<b>(847) 688-2600</b> <b>Ext 105</b>
<b>Engineering Field Activity, Northwest</b> Naval Facilities Engineering Command Code 09J 19917 Seventh Avenue, NE Poulsbo, WA 98370-7570	<b>(360) 396-0038</b>

**Engineering Field Activity, West**

**Naval Facilities Engineering Command  
Code 09J  
900 Commodore Drive  
San Bruno, CA 94066-5006**

**(650) 244-2305**

**Navy Public Works Center  
Acquisition Support Office  
Code 40H  
9742 Maryland Avenue  
Norfolk, VA 23511-3095**

**(757) 444-8065  
Ext. 3052**

**Navy Public Works Center  
Contracting Department  
Code 200  
Pearl Harbor, HI 96860-5470**

**(808) 471-9997**

**Navy Public Works Center  
Code 200D, Suite 1, Box 368113  
2730 McKean Street  
San Diego, CA 92136-5294**

**(619) 556-6352**

**Naval Construction Battalion Center  
Code 10G/27G, Bldg 41  
1000 23rd Avenue  
Port Hueneme, CA 93043-4301**

**(805) 982-5066**

**Naval Sea Systems Command  
Code SEA-00K  
2531 Jefferson Davis Highway  
Arlington, VA 22242-5160**

**(703) 602-1964**

Principal interests: Shipboard weapons systems and components, explosives and propellants, and related actuating technology. Ship systems design and integration including construction, overhaul, modernization, and conversion; propulsion; auxiliary power generating and distribution; navigational equipment; habitability and environment control features; rescue and salvage systems; ship maintenance and support; degaussing; and shipboard minesweeping equipment, including R&D needs for these items.

**Naval Surface Warfare Center  
Crane Division  
Code SB  
300 Highway 121, Building 221A  
Crane, IN 47522-5001**

**(812) 854-1542**

Principal interests: Shipboard weapons systems and assigned ordnance items.

**Naval Surface Warfare Center  
Indian Head Division  
Code SB  
101 Strauss Avenue  
Indian Head, MD 20640-5035**

**(301) 743-6604**

Principal interests: Chemicals, igniters, metal parts, and components for rocket engines; electronic weapon system simulators and components; and cartridges, cartridge-actuated devices, and propulsive components for aircrew escape systems. Includes all related engineering tasks for fleet support and test.

**Naval Surface Warfare Center  
Port Hueneme Division  
Code 00B, Building 5  
4363 Missile Way  
Port Hueneme, CA 93043-5007**

**(805) 982-0372**

Principal Interests: Test and evaluation, inservice engineering, and integrated logistic support for Navy surface fleet surface and mine warfare combat systems, command and control systems F-I System interface, weapons systems and subsystems and related expendable ordnance. Engineering, production and logistic support for cruiser, destroyer, battleship and frigate combatants for the following software requirements: combat direction systems operational programs, inter-computer communications for integrated systems, Navy standard program generation system computer programs, and shore establishment computer programs.

**Naval Surface Warfare Center  
Dahlgren Division, Code CD2K  
17320 Dahlgren Road  
Dahlgren, VA 22448-5100**

**(540) 653-4806**

Principal interests: Advanced technology developments in radar, communications, electronics, optics, chemistry, materials, plasma physics, space systems, and countermeasures.



**Naval Surface Warfare Center  
Carderock Division  
Building 30, Code 303  
9500 McArthur Blvd, Room 1  
West Bethesda, MD 20817-5700**

**(301) 227-2871**

Principal interests: Development and evaluation of systems, subsystems, and components.

**Naval Undersea Warfare Center  
Code 00SB  
1176 Howell Street, Building 11  
Newport, RI 02840**

**(401) 841-2442  
Ext. 270**

Principal interests: Submarine and other underwater combat systems.

**Navy Exchange Service Command  
3280 Virginia Beach Boulevard  
Virginia Beach, VA 23452-5724**

**(757)631-3582**

Principal interests: Supplies for Navy exchanges, commissary stores, lodges, ships stores, and military sealift exchanges, including retail merchandise of various types; food; vending machine items; service station supplies; air conditioners; vehicles; hotel furnishings; store fixtures; and other supplies and equipment.

### **Supply Centers**

Principal interests: Ship and marine equipment, parts, accessories, and components, and a wide array of services. Support for naval activities in the region.

**Naval Supply System Command  
Building 9  
P.O. Box 2050  
Mechanicsburg, PA 17055-0791**

**(717) 790-3575**

**Naval Inventory Control Point  
Code 0062  
P.O. Box 2020  
5450 Carlisle Pike  
Mechanicsburg, PA 17055-0788**

**(717) 790-6625**

**Naval Inventory Control Point  
Code P0061, Room 2213A  
700 Robbins Avenue  
Philadelphia, PA 19111-4098**

**(215) 697-2806**

**Fleet and Industrial Supply Center  
Code 04, Bldg W-143, Suite 600  
1968 Gilbert Street  
Norfolk, VA 23511-3392**

**(757) 443-1435**

**Fleet and Industrial Supply Center Norfolk  
Detachment Washington  
Code 0200SB, Building 200  
Washington Navy Yard  
901 M Street, SE  
Washington, DC 20374-5014**

**(202) 433-2957**

**Fleet and Industrial Supply Center Norfolk  
Detachment Philadelphia  
Code 09B, Bldg 2B  
700 Robbins Avenue  
Philadelphia, PA 19111-5083**

**(215) 697-9555**

**Fleet and Industrial Supply Center  
Code COA  
937 N. Harbor Drive  
San Diego, CA 92132 -5075**

**(619) 532-3439**

**Fleet and Industrial Supply Center  
Puget Sound  
Code 04  
467 W. Street  
Bremerton, WA 98314-5104**

**(360) 476-2812**

## Major Air Force Buying Offices

**Oklahoma City Air Logistics Center**  
**3001 Staff Dr, Ste 1AJ84A**  
**Tinker AFB, OK 73145-3009**

**(405)739-2601**

Principal interests: This center repairs, maintains, and modifies the following aircraft, missiles, and engines:

Aircraft - B-1B, B-2, B-52, C/EC/RC-135, KC/NKC/WC-135, E-3

Engines - J-33 Allison, J-57 Pratt & Whitney, J-75 Pratt & Whitney, J-79 General Electric, TF-30 Pratt & Whitney, TF-33 Pratt & Whitney, TF-41 Allison/Rolls-Royce, T-58 General Electric, T-64, General Electric, F-101 General Electric, F-107 Williams, F-108 General Electric, CFM-56 General Electric/Snecma, F-110 General Electric, F-112 Williams, F-118 General Electric

Missiles - AGM-69A, AGM-84, AGM-86B/C, AGM-129A

The operational contracting division contracts for supplies, equipment, and work necessary for the operation and maintenance of Tinker AFB.

**Ogden Air Logistics Center**  
**5975 Arsenal Road**  
**Hill AFB, UT 84056-5802**

**(801)777-4143**

Principles interests: This center manages, repairs or purchases 350,000 items used by a variety of weapons systems in the AF.

The following lists show the assigned systems and commodities that Ogden ALC supports as a System Program Manager and Tech Repair Center.

### MANAGEMENT:

#### SYSTEMS

F/RF-4	Phantom
F-16	Fighting Falcon
LGM-30	Minuteman
MGM-118A	Peacekeeper
AGM-65	Maverick
GBU-15	Laser Guided

#### COMMODITIES

Landing Gear
Wheels and Brakes
Photographic Equipment
Ammunition and Explosives

**AIRCRAFT**  
 F-16 Fighting Falcon  
 C-130 Hercules

**MISSILES**  
 AGM-65 Maverick  
 ALCM-86B Cruise Missile  
 AGM-69A SRAM  
 LGM-118A Peacekeeper  
 LGM-30 Minuteman

**OTHER**

Airmunitions	Photographic Equipment
Avionics (F-4 and F-16)	Rocket Motors
Hydraulics/Pneudraulics	Simulators and Training Devices
Instruments	Wheels and Brakes
Landing Gear	External Fuel Tanks and Pylons

The operational contracting division contracts for supplies, equipment, and work necessary for the operation and maintenance of Hill AFB.

**Sacramento Air Logistics Center**  
**5033 Roberts Ave, Ste 1**  
**McClellan AFB, CA 95652-1326**

**(916)643-5209**

Principles interests: This center repairs, maintains, and modifies the following aircraft, missiles, and systems:

**AIRCRAFT:** A-10, EF-111, F-117, and F-22

SYSTEM CODE	PROGRAM
404L	ATCALS
407L	GTACS
414L/968H	Atmospheric Early Warning
428L	MEECN/GWEN
433L	Weather
465L	SACCS
478T	TRI-TAC
484L/802L	Scope Command
485L	GTACSI
487L	MEECN
492L/493L	Radio & TV
494L	Telecommunications
495L	AMCC2IPS
497L	Ground Based Sensor
498L	MILSTAR
500L	Comm PG
542N	Shelters
745C	MILSATCOM
806L/846L/9952	Range Threat System
SRER/SRWR	Space Lift Range

## GROUND GENERATORS AND GENERATOR SETS:

60KW AND 72KW Aircraft Startcarts  
5, 10, 15, 30, 60, 100, 200, and 750 KW Generators  
50KW and 100KW Frequency Converters  
Uninterruptable Power Systems  
Power Conditioning and Continuation Interface Equipment

The operational contracting division contracts for supplies, equipment, and work necessary for the operation and maintenance of McClellan AFB.

**San Antonio Air Logistics Center**  
**303 S Crickett Dr, Ste 4**  
**Kelly AFB, TX 78241-6025**

**(210)925-6918**

Principle interests: The following are weapon systems managed by the center. The older systems that are not in the current inventory are listed because of continuing support requirements under interservice agreements or to foreign countries under the security assistance and FMS agreements.

## AIRCRAFT AND COMPONENTS:

A-37	C-119	F-20	OV-10
B-57	C-123	F-84	PC-7
C-5	C-131	F-86	T-28
C-7	C-140	F-104	T-33
C-17	CASA 212	F-106	T-37
C-46	CESSNA 152	H-43	T-38
C-47	CESSNA 172	HU-16	412A
C-54	CESSNA 206	O-1	627A
C-118	F-5	O-2	

## ENGINES AND COMPONENTS:

F100	T53	TFE731	R4360
F103	T55	TPE33	O-300
F117	T56	TR160	IO-360
J60	T76	R1340	O-470
J65	T400	R1830	TCAE-373
J69	T700	R2000	PT6
J85	TF34	R2800	
J100	TF39	R3350	

# AIRBORNE AUXILIARY POWER PLANTS AND GROUND GAS TURBINES

T62	T300	GTCP30	GTCP70	GTCP105
T41	GTC85	GTCP36	GTCP85	GTCP165

The operational contracting division contracts and supplies, equipment and work necessary for the operation and maintenance of Kelly AFB.

**Warner Robins Air Logistics Center**  
**180 Page Rd**  
**Robins AFB, GA 31098-1600**

**(912)926-5873**

Principle interests: This center repairs, maintains, and modifies the following aircraft and missiles:

AIRCRAFT/MISSILES/DRONES	DIRECTORATE
C-130 Hercules	C-130
C-141 Starlifter	C-141
F-15 Eagle	F-15
U-2 Dragon Lady	U-2 Specialized Management
H-1 Helicopter (All Models)	Special Operations Forces
H-53 Helicopter (All Models)	Special Operations Forces
H-60 Helicopter (All Models)	Special Operations Forces
C-130 (All Special Operations Forces Configured AC)	
97C-141B (SOLL)	Special Operations Forces
AGM-45 SHRIKE	Special Operations Forces
AGM-88 HARM	Space & Special Systems
AIM-7 SPARROW	Space & Special Systems
AIM-9 SIDEWINDER	Space & Special Systems
AIM-120 AMRAAM	Space & Special Systems
BQM-34A FIREBEE	Space & Special Systems
FIM-92A STINGER	Space & Special Systems
MQM-107 TARGET DRONE	Space & Special Systems
E-8C JOINT STARS	Space & Special Systems
NAVSTAR GPS	Space & Special Systems
GPS RANGE APPLICATION PROGRAM	Space & Special Systems
LANTRN NAVIGATION & TARGET SET	Avionics

The operational contracting division contracts for supplies, equipment, and work necessary for the operation and maintenance of Robins AFB.

**Space and Missile Systems Center (SMC/BC)**  
**155 Discoverer Blvd, Ste 2017**  
**Los Angeles AFB CA 90245-4692**

**(310)363-2855**

Principle interests: The mission of SMC is to plan, program, and manage AFMC programs to acquire space systems, subsystems, support equipment, and related hardware and software; provide for the maintenance, construction, alteration, and security of launch, tracking, and support facilities; conduct research, exploratory development, and advanced development programs to support future space missions; provide for and conduct launch and flight test and evaluation support of major DoD programs and programs of other federal agencies; perform the functions of launch, launch control, deployment checkout prior to turnover, and sustaining engineering; perform on-orbit test and evaluation of systems, subsystems and components, discharge AF responsibilities for designated AF, DoD, and international space programs; plan, program, and acquire test facilities and other test investments required by AFMC programs at all locations (test centers and contractor facilities); plan and provide for security on all systems and information requiring safeguards consistent with AF and DoD security directives; provide management oversight for commercial expendable Launch Vehicle Activity; conduct launch agreement negotiations with commercial space launch operators; provide system engineering management support for selected space systems, subsystems, facilities, support equipment, and related hardware and software; support other product divisions and federal agencies with technologies derived from its subordinate laboratories.

While there are no Air Force aircraft assigned to Los Angeles AFB, the operational contracting directorate does contract for all other work necessary for the operation and maintenance of the base.

**11th Contracting Squadron (11CONS/LGC)**  
**500 Duncan Ave**  
**Bolling AFB**  
**Washington, DC 20332-0305**

**(202)767-8086**

Principle interests: The mission of the 11th Contracting Squadron is to provide contracting support for supplies and services necessary to the operation of approximately 300 requiring activities in the National Capital Region. The 11th Contracting Squadron (11CONS) provides support to the Office of the Secretary of Defense, Office of the Secretary of the Air Force, HQ 11th Wing and other AF agencies within the National Capitol Region. The 11 CONS operational contracting functions are responsible for purchasing base supplies, services, construction and specialized services for ADP and studies and analysis.

Typical Item Acquisitions: ADPE, Software, Hardware, Maintenance, AF Plaques, Base Supply Support, Base Wide Grounds Maintenance, Construction and AE Services, Contractor Technical Support to AF Pentagon Elements, Historical, Personnel and Research Studies, Laundry, Dry Cleaning, Maintenance, Food and Custodial Services, Logistic Systems Research and Analysis, Military Family Housing Maintenance, O&M of Computer Modeling Systems and

**Base Contracting Activities:** Contracting responsibility for support of a command's mission generally is assigned to a particular base or bases within the command. Contracts awarded by the other bases assigned to the command generally are limited to the supplies and services required for the daily operation of the base. The following lists are typical of the services and items bought by all base contracting offices.

**Representative Service Acquisitions:** Air Conditioning, General Construction, Appliance Repair, Grounds Maintenance, Architect Engineer, Laundry and Dry Cleaning, Audio Visual, Military Family Housing Maintenance, Boiler Repairs, Refuse Collection, Custodial, Road Maintenance, Education, Roofing, Environmental Detection, Steam Line Installation & Disposal/Prevention, Swimming Pool Maintenance, Environmental Restoration, Transient Aircraft Services, Equipment Maintenance, Transportation Services, Equipment Rental, Utility Services, Equipment Repair, Various Maintenance of ADP, Food Services, Vehicles Operation & Maintenance

**Electronic Systems Center (ESC/BC)**  
275 Randolph Rd  
Hanscom AFB, MA 01731-2818

(617)377-4 973

Principle interests: ESC plans and manages the acquisition and related engineering development of command, control, communications, and intelligence systems, subsystems and equipment including surveillance systems, navigation systems, air traffic control and landing systems, intelligence systems, electronic physical security surveillance and intrusion detection systems and weather systems, information and management systems until transfer of responsibility to the using command or agency. Evaluates using command requirements against available technology and potential costs and recommends necessary revisions. R&D contracts are also initiated by the Geophysics Division of the AF Laboratory in the environmental, physical and engineering sciences. The Geophysics Division performs research and exploratory and advanced Development in geophysics that is essential to the enhancement of AF operational capabilities. The work pursued may be categorized generally as falling within the following functional areas: Space Physics, Ionospheric Physics, Terrestrial Science, Upper Atmospheric and Stratospheric operations, Optical/IR Backgrounds and Targets, Weather Specification and Prediction. Close liaison is maintained with AF operational elements, system development activities, and other AF laboratories, to identify research and technology needs and to accelerate the integration of scientific advances into AF technology. Geophysics Division carries out its assigned R&D mission responsibilities with in-house as well as contractual support.

While there are no AF aircraft assigned to Hanscom AFB, the operational contracting directorate does contract for all other work necessary for the operation and maintenance of the base.

**Aeronautical Systems Center (ASC/BC)**  
2196 D Street  
Wright-Patterson AFB, OH 45433-7201

(937)255-5422

Principle interests: ASC's responsibilities include design, development, and acquisition programs for aeronautical systems, cruise missiles, their components, and related government-



furnished aerospace equipment including aircraft engines, airborne communication systems, aircraft navigation systems, aircraft instruments; management of engineering development and initial procurement of aeronautical reconnaissance systems, aeronautical electronic warfare systems, life support systems, chemical/biological defense systems, and simulators, including armament, operational, and communication training devices.

ASC has central contracting responsibility for a number of specialized programs including the following:

- Specialized Programs and Aircraft and Reconnaissance
- Contractor Engineering and Technical Services
- Mechanized Material Handling Systems
- AF Packaging Evaluation Agency Requirements
- Automatic Data Processing Studies, Software, and Equipment
- Chaplain Supplies and Equipment
- Educational Services Contractual Support
- Library Books and Publications

ASC provides contracting support for the National Aerospace Intelligence Center which acquires, collects, analyzes, produces, and disseminates foreign aerospace scientific and technical (S&T) intelligence and intelligence information; conducts an integrated analysis program; operates an S&T intelligence data handling system; collaborates with other organizations to improve the collection, acquisition, and utilization of foreign technology and intelligence; and develops and maintains the highest attainable level of knowledge concerning foreign aerospace technology, capabilities, and limitations.

ASC Small Business Office provides contracting support for the Joint Logistics Systems Center (JLSC) which is located at Wright-Patterson AFB. JLSC is involved in the development, operation, and enhancement of the management information systems for logistics management systems for the military services and Defense Logistics Agency.

ASC Operational Contracting organization contracts for supplies, equipment, and work necessary for the operation and maintenance of Wright-Patterson AFB.

**Wright Laboratory**  
**Directorate of R&D Contracting**  
**c/o Aeronautical Systems Center (ASC/BC)**  
**2196 D Street**  
**Wright-Patterson AFB OH 45433-7201**

**(937)255-5422**

Principle interests: This directorate provides business and contracting support for Wright Laboratory (WL). Contracts are written for requirements of the following directorates: Aero Propulsion and Power Directorate is responsible for development of airbreathing propulsion and aerospace power technology needed for future AF systems, as well as providing assistance to the "product divisions" of AFMC in acquiring new systems and in helping to resolve developmental and operation problems. Avionics Directorate conducts R&D programs for

aerospace reconnaissance, weapons delivery, electronic warfare systems, navigation, communication and avionics integration. Solid State Electronics Directorate is responsible for electronic device R&D for future AF systems needs in the areas of microelectronics, microwaves, and electro-optics. Research extends from fundamental semiconductor layer growth and device fabrication through analog and digital integrated circuits; also included is the computer-aided design software and work stations needed to pursue sample hybrid and monolithic integrated circuits. Flight Dynamics Directorate pursues AF flight vehicle technologies to support aircraft, missiles and space systems in the technical areas of structures, vehicle subsystems, flight control, aeromechanics and experimental flight vehicle testbeds. Materials Directorate explores new materials and processes for advanced aerospace applications. Its current focus is on thermal protection materials, metallic and nonmetallic structural materials, aerospace propulsion materials, fluids and lubricants, electromagnetic and electronic materials and laser hardened materials. Manufacturing Technology Directorate focuses on process technologies and integrated manufacturing. This directorate is responsible for a new initiative which integrates design and manufacturing technologies to stimulate a new focus on design for producibility, design for quality, and design for life cycle costs. Key elements of this concurrent engineering involve development of advanced tools in computer aided design and computer aided manufacturing for analyses of design for weapon performance and low cost manufacturing. Plans and Programs Directorate is made up of cockpit integration, which involves research to advance the state of the art crew systems technologies for all classes of aerospace vehicles; and signature technology, which includes planning, formulating, and executing USAF exploratory and advanced development programs for vehicle signature reduction technology and counter low observable technology. Armament Directorate develops conventional armament technology and integrates these technologies into air vehicle platforms and other delivery platforms. The directorate provides conventional armament technology for four major thrusts that include advanced guidance, weapon flight mechanics, ordnance, and conventional strategic defense.

**AF Development Test Center (AFDTC/BC)**  
**205 West D Ave, Suite 449**  
**Eglin AFB, FL 32542-6863**

**(904)882-2843**

AFDTC plans, directs, and conducts the test and evaluation of nonnuclear munitions, electronic combat, and navigation/guidance systems. Related ASC System Program Offices (SPOs) are also located here and supported by AFDTC/BC. To accomplish this mission, AFDTC manages the large land test ranges that are located on the 724 square mile Eglin complex as well as the 86,500 square miles of water ranges located in the adjacent Gulf of Mexico. Major tests on or above AFDTC's ranges cover aircraft systems, subsystems, missiles, guns, rockets, targets and drones, high-powered radar, and electronic countermeasures equipment.

AFDTC's unique assets include the Guided Weapons Evaluation Facility (GWEF), the Preflight Integration of Munitions and Electronic Systems (PRIMES), and the McKinley Climatic Laboratory, a facility capable of testing military hardware as large as aircraft in environments ranging from minus 65 to plus 165 degrees Fahrenheit with 100 mph winds, icing clouds, rain, and snow. AFDTC also is responsible for the 46th Test Group at Holloman AFB NM, with its high speed test track, two radar target scatter measurement facilities, and the Central Inertial

Guidance Test Facility (CIGTF). The operational contracting division contracts for supplies, equipment, and work necessary for the operation and maintenance of Eglin AFB.

### **Other Major Commands**

Principal interests: Base contracting support, including major data major data processing, construction, and command wide acquisition of mission-related supplies and services.

<b>3 CONS/CC</b> <b>6920 12<sup>th</sup> Street, Suite 301</b> <b>Elmendorf AFB, Anchorage, AK</b> <b>99506-2570</b>	<b>(907)552-4338</b>
<b>Headquarters Air Education and (16 Bases)</b> <b>Training Command</b> <b>550 D Street East, Rm 131</b> <b>Randolph AFB, TX</b> <b>78150-4425</b>	<b>(210)652-4840</b>
<b>Air Military Command (12 Bases)</b> <b>402 Scott Drive, Unit 2A2</b> <b>Scott AFB, IL</b> <b>62225-5308</b>	<b>(618)256-8725</b>
<b>Air Combat Command (20 Bases)</b> <b>130 Douglas Street, Suite 210</b> <b>Langley AFB, VA</b> <b>23665-2791</b>	<b>(757)764-5371</b>
<b>10<sup>th</sup> Air Base Wing (10 ABW/LGCP)</b> <b>8110 Industrial Drive, Suite 103</b> <b>USAF Academy, CO</b> <b>80840-2315</b>	<b>(719)333-6642</b>
<b>Air Intelligence Agency</b> <b>102 Hall Blvd., Suite 258</b> <b>San Antonio, TX</b> <b>78243-7030</b>	<b>(210)977-2453</b>
<b>Air Force Space Command (7 Bases)</b> <b>150 Vandenburg Street, Suite 1105</b> <b>Peterson AFB, CO</b> <b>80914-4350</b>	<b>(719)554-5324</b>

**15 CONS/CC (4 Bases)  
90 G Street  
Hickam AFB, HI  
96853-5320**

**(808)449-6860  
Ext. 103**

**Air Force Reserve  
155 2<sup>nd</sup> Street  
Robbins AFB, GA  
31098-1635**

**(912)327-1611**

## **Major Defense Logistics Agency Buying Offices**

**D-1 Defense Supply Center Columbus**  
**3990 East Broad St.**  
**Columbus, OH 43216-5000**

**(614) 692-3541**  
**Toll-free:1(800) 262-3272**

Principal interests: Guns, mechanisms and components; aircraft landing gear components; aircraft launching, landing, and ground handling equipment; aircraft wheel and brake systems; right-of-way construction and maintenance equipment, railroad; track materials, tractors; vehicular cab, body, and frame structural components; vehicular power transmission components; vehicular brake, steering, axle, wheel and track components; vehicular furniture and accessories; miscellaneous vehicular components; gasoline reciprocating engines and components; diesel engines and components; steam turbines and components; water turbines and water wheels and components; gasoline rotary engines and components; steam engines, reciprocating; nonaircraft engine fuel system, electrical system, and engine cooling system, engine and oil filters; miscellaneous engine accessories, nonaircraft; torque converters and speed changers; gears, pulleys, sprockets, and transmission chain; belting, drive belts, V-belts, and accessories, ship and boat propulsion equipment.

Farm equipment; pest, disease, and frost control equipment; saddlery; earth moving and excavating equipment; earth boring and related equipment; road clearing and cleaning equipment; miscellaneous construction equipment; fire fighting equipment.

Marine lifesaving and diving equipment; compressors and vacuum pumps; power and hand pumps; centrifugal; separators and pressure and vacuum filters; industrial boilers; heat exchangers and steam condensers; industrial furnaces; air and water purification equipment; space heating equipment; fuel burning equipment units; miscellaneous plumbing, heating, and sanitation equipment; piping and tubing; noses and fittings, valves, powered; valves, nonpowered; motor vehicle maintenance and repair shop equipment; prefabricated and portable buildings; storage tanks; scaffolding equipment and concrete forms; prefabricated tower structures; and miscellaneous construction equipment.

**D-2 Defense Energy Support Center**  
**8725 John J. Kingman Road**  
**Suite 4950, Room 4950**  
**Fort Belvoir, VA 22060-6222**

**(703) 767-9400**  
**1-(800) 523-2601**

Principal interests: Petroleum products and petroleum related services for the U.S. military and U.S. Government agencies worldwide. Products include jet fuels, aviation gasoline, motor gasoline, gasohol, distillates, residuals, bulk lubricating oil, coal, crude oil for strategic petroleum reserve, natural gas and synfuels. Services include aircraft refueling, into-plane, bunkers,

storage terminals, laboratory testing, and environmental assessment and remediation for Defense Fuel Supply Points.

**D-3 Defense Supply Center Richmond**  
**8000 Jefferson Davis**  
**Richmond, VA 23297-5124**

**(804) 279-3617**  
**1(800) 544-5634 (VA)**

Principal interests: Laundry and dry cleaning equipment; shoe repairing equipment; industrial sewing machines and mobile textile repair shops; electric arc-welding equipment; woodworking machinery and equipment; printing; duplicating and bookbinding equipment; gas generating equipment; nonself-propelled materials-handling equipment; pallets, skids, load binder, and support sets; refrigeration equipment, fans, and air circulators; lugs, terminals, and terminal strips; electrical hardware and supplies; electrical insulators and insulating materials; contact brushes and electrodes; cable, cord, and wire assemblies for communication equipment; electrical motors and electrical control equipment; electrical generators and generator sets; distribution and power station transformers; miscellaneous electric power and distribution equipment; secondary batteries, miscellaneous alarm and signal systems; lighting fixtures and lamps; photographic supplies; chemicals and chemical specialties; pest control agents and disinfectants; food cooking, baking, and warming equipment; food preparation and serving sets, kits, and outfits; books and pamphlets, sheet and book music, and miscellaneous printed matter; drums and cans; commercial and industrial gas cylinders; bottles and jars; rubber, plastic, and glass fabricated materials; refractories and fire surfacing materials, asbestos, clay, cork, and other vegetable and mineral materials; ecclesiastical equipment, furnishings, and supplies; mortuary supplies; physical properties testing equipment; geophysical and astronomical instruments; scales and balances; drafting, surveying, and mapping instruments; and liquid and gas flow, liquid level, and mechanical motion measuring instruments, packaged petroleum products, cutting tools, industrial plant equipment. tackle blocks; shackles and slings; airframe structural components; parachutes; aerial pickup, delivery, and recovery systems; cargo tie-down equipment; cargo nets; aircraft accessories and components; rigging and rigging gear; deck machinery; marine hardware and hull items.

**D-4 Defense Industrial Supply Center**  
**700 Robbins Avenue**  
**Philadelphia, PA 19111-5096**

**(215) 697-2747**  
**Toll-free: 1(800) 831-1110**

Principal interests: Bearings; chain and wire rope; fiber rope, cordage and twine; rope, cable, and chain fittings; ores and minerals; ferrous and nonferrous scrap; ferrous and nonferrous bars, sheets, and shapes; electrical wire and cable; screws, bolts, and studs; nuts and washers; nails, keys, and pins; rivets; fastening devices; packing and gasket materials; metal screening; coil, flat, and wire springs; rings; shims; spacers; miscellaneous hardware; plumbing fixtures and accessories; knobs and pointers; construction materials; film; kitchen equipment and appliances; lumber; photographic equipment and supplies.

**D-5 Defense Supply Support Center**  
**2800 South 20th St.**  
**Philadelphia, PA 19101-8419**

**(215) 737-2321**  
**Toll-free: 1(800) 523-0705**

Principal interests: Men's and women's military clothing, dress and work; textile fabrics; wool tops; artificial leather; tents and tarpaulins; flags and pennants; leather and rubber footwear; hats and caps; canvas products; special-purpose clothing; underwear; hosiery; gloves; badges and insignia; luggage; individual equipment; body armor; specialized flight clothing; helmets. Drugs and biological; surgical dressing materials; surgical, dental, and optical instruments, equipment and supplies; X-ray equipment and supplies; hospital furniture, equipment, utensils, and supplies; medical sets, kits, and outfits; chemical analysis instruments; laboratory equipment and supplies; medicinal chemicals; hospital and surgical clothing. Perishable and nonperishable foods are purchased for distribution in the United States and overseas. Such purchases include meats and meat products, fresh fruits and vegetables, dehydrated items, seafood or water foods, cereals, dairy products, poultry, and other related food items. Canned, packaged, fresh, and frozen items are purchased in car-lots or less. Retort pouched foods are bought in large quantities as ration components.

**D-6 DLA Administrative Support Center**  
**Office of Contracting**  
**8725 John J. Kingman Road**  
**Suite 0119, Room 1134**  
**Fort Belvoir, VA 22060-6220**

**(703) 767-1161**

Principle Interests: Centralized contracting of Federal Information Processing (FIP) Resources (ADP, Computer and Telecommunications products and services) at DLA HQ for all DLA activities, including large and small purchases, and GSA schedule purchases. Responsible for managing the life cycle contracting process in support of the DLA mission, and providing the highest quality contracting and customer service. DLA field activities may purchase similar items at the small purchase level and, under competitive circumstances, up to a threshold of \$250,000. In addition, provides general contracting in support of the DLA HQ COMPLEX, Fort Belvoir, VA and other DASC supported customers. All contracting on a Fee-For-Service basis.

**D-7 Defense National Stockpile Center**  
**8725 John J. Kingman Road**  
**Suite 4616**  
**Fort Belvoir, VA 22060-6223**

**(703) 767-5505**

Principal interests: Manages the nation's reserves of strategic and critical materials for times of national emergency. Procures and sells aluminum, beryllium, cobalt, germanium, lead, manganese, mercury, mica, and rubber.

**D8 Television-Audio Support Activity**  
**3116 Peacekeeper Way**  
**McClellan AFB, CA 95652-1068**

**(916) 364-4223**

Principal interests: A wide variety of Radio and Television Broadcast Equipment for all DoD activities worldwide. Procures video camcorders (all formats), broadcast TV equipment, recorders/reproducers, transmitters, switchers, monitors, cameras, color laser copiers, graphics systems, and test equipment that is used to support the Broadcast and Audio/Video Equipment.

**PRODUCTS AND SERVICES BOUGHT BY  
THE ARMY AND DEFENSE LOGISTICS AGENCY  
MILITARY PURCHASING OFFICES\***

**Supplies and Equipment**

**10 WEAPONS**

1005-35	Guns, A-1, A-6, D-1
1040	Chemical Weapons, A-6, D-3
1045-55	Launchers, A-3, D-3
1075	Degaussing and Mine Sweeping, D-3
1080	Camouflage and Deception Equipment, A-3, D-3

**11 NUCLEAR ORDNANCE - A-6, A-7**

**12 FIRE CONTROL EQUIPMENT - A-6, A-3, A-8, D-1**

**13 AMMUNITION AND EXPLOSIVES**

1305-20	Ammunition, A-1, A-2
1325	Bombs, A-1
1330	Grenades, A-1
1336	Missile Warheads, A-3, A-6
1337	Missile and Space Propulsion, A-3
1340	Rockets, A-1, A-3, A-6
1345	Land Mines, A-1
1370	Pyrotechnics, A-1
1375	Demolition Materials, A-1
1376	Bulk Explosives, A-1
1390	Fuzes and Primers, A-1, A-7

\*Products and Services Bought by the Department of Navy Major Purchasing Offices can be found on the World Wide Web at: <http://www.abm.rda.hq.navy.mil>, click on "Business Opportunities" and stroll down to DoN Marketing Opportunities.

Products and Services Bought by the Department of Air Force Major Purchasing Offices can also be found on the World Wide Web at: <http://www.safsb.hq.af.mil/index.htm>, click on "AFMIP" and stroll down to Chapter 1.

Additional information on DoD wide acquisitions by four digit federal supply code may be founded at website: <http://www.acq.osd.mil/sadbu> under "Links".



- 14 GUIDED MISSILES
  - 1410-27 Guided Missile Systems and Components, A-3
  - 1430 Remote Control Systems, A-3, D-1
  - 1440 Launchers, A-3, D-1
  - 1450 Handling and Servicing Equipment, A-3, D-1
- 15 AIRCRAFT
  - 1510 Fixed Wing, A-3
  - 1520 Rotary Wing, A-3, A-5
  - 1550 Drones, A-3
  - 1560 Airframe Components, A-3, D-3
- 16 AIRCRAFT COMPONENTS AND ACCESSORIES
  - 1610 Propellers, A-3
  - 1615 Helicopter Rotors, A-3, D-1
  - 1620 Landing Gear Components, A-3
  - 1650 Hydraulic Vacuum De-icing, A-3, D-1
  - 1660 Air Conditioning and Heating Equipment, A-3, D-1
  - 1670 Parachutes, Recovery and Tie-down, A-3, D-3
  - 1680 Miscellaneous Accessories and Components, A-3, D-3
- 17 AIRCRAFT LAUNCHING, LANDING, AND GROUND HANDLING EQUIPMENT
  - 1710 Arresting Equipment, D-1
  - 1720 Launching Equipment, D-1
  - 1730 Ground Servicing Equipment, A-3, D-1
  - 1740 Specialized Trucks and Trailers, A-6, D-1
- 18 SPACE VEHICLES - D-3
- 19 SHIPS, SMALL CRAFT, PONTOONS, AND FLOATING DOCKS
  - 1920 Fishing Vessels, A-6
  - 1935 Special Purpose Barges and Lighters, A-11, A-12
- 20 SHIP AND MARINE EQUIPMENT - A-3, D-3
- 22 RAILWAY EQUIPMENT - A-3, A-20
- 23 MOTOR VEHICLES, TRAILERS, CYCLES - A-6, A-9, A-12
- 24 TRACTORS - D-4
- 25 VEHICULAR EQUIPMENT COMPONENTS - A-11, D-1

26 TIRES AND TUBES

- 2610 Pneumatic, Except Aircraft, A-6
- 2620 Pneumatic, Aircraft, D-1
- 2640 Tire Rebuilding - Repair Material, A-6, A-11

28 ENGINES, TURBINES, AND COMPONENTS

- 2805 Reciprocating Engines, Except Aircraft, A-3, D-1
- 2810 Reciprocating Engines, Aircraft and Components, D-5
- 2815 Diesel Engines and Components, A-6, A-3, A-11, D-1
- 2825 Steam Turbines and Components, D-1
- 2835 Gas Turbines and Jet Engines, Except Aircraft, A-4, D-3
- 2840 Gas Turbines and Jet Engines, Aircraft, A-3, D-3
- 2845 Rocket Engines and Components, A-3, D-4
- 2895 Miscellaneous Engines and Components, A-6, D-1

29 ENGINE ACCESSORIES

- For Aircraft Engines, A-3, D-3
- Other Than for Aircraft Engines, A-3, A-6, D-1

30 MECHANICAL POWER TRANSMISSION EQUIPMENT - A-3, A-6, D-1

31 BEARINGS - A-3, A-6, D-4

32 WOODWORKING MACHINERY AND EQUIPMENT - Local Purchase

34 METALWORKING MACHINERY - A-1, D-3, and Local Purchase

35 SERVICE AND TRADE EQUIPMENT - D-3, and Local Purchase

36 SPECIAL INDUSTRY MACHINERY - A-1, D-3, and Local Purchase

37 AGRICULTURAL MACHINERY AND EQUIPMENT - D-4 and Local Purchase

38 CONSTRUCTION, MINING, EXCAVATING, AND HIGHWAY MAINTENANCE EQUIPMENT A-12, D-1, and Local Purchase

39 MATERIALS HANDLING EQUIPMENT - A-6, A-11, D-4, and Local Purchase

40 ROPE, CABLE, CHAIN, AND FITTINGS - D-4

41 REFRIGERATION AND AIR CONDITIONING EQUIPMENT - A-3, D-3, and Local Purchase

- 42 FIRE FIGHTING, RESCUE, AND SAFETY EQUIPMENT
  - 4210 Fire Fighting Equipment, A-3, D-1
  - 4220 Marine Lifesaving and Diving Equipment, D-1
  - 4230 Decontaminating and Impregnating Equipment, A-1, D-3
  - 4240 Safety and Rescue Equipment, A-3, A-6, D-3
- 43 PUMPS AND COMPRESSORS - A-3, A-6, D-1
- 44 FURNACE, STEAM PLANT, DRYING EQUIPMENT, AND NUCLEAR REACTORS
  - 4430 Industrial Furnaces, Kilns, Lehrs, and Ovens, D-4
  - 44XX All Other, D-1
- 45 PLUMBING, HEATING, AND SANITATION EQUIPMENT - A-3, D-4
- 46 WATER PURIFICATION AND SEWAGE TREATMENT EQUIPMENT - A-3, D-1, D-4
- 47 PIPE, TUBING, HOSE, AND FITTINGS - A-1, A-3, A-12, D-1
- 48 VALVES - A-3, A-12, D-1
- 49 MAINTENANCE AND REPAIR SHOP EQUIPMENT
  - 4910 Motor Vehicle Maintenance Equipment, A-1, A-11, D-4
  - 4920 Aircraft Maintenance Equipment, A-4, D-3
  - 4921 Torpedo Maintenance Equipment, D-3
  - 4927 Rocket Maintenance Equipment, A-3, D-3
  - 4930 Lubrication and Fuel Dispensing Equipment, A-3, D-1
  - 4931 Fire Control Maintenance Equipment, A-1, A-3, D-1
  - 4935 Guided Missile Maintenance Equipment, A-3, D-1
  - 4940 Miscellaneous Maintenance Equipment, A-1, A-4, D-1, D-4
- 51 HAND TOOLS - D-3
- 52 MEASURING TOOLS - D-3 and Local Purchase
- 53 HARDWARE AND ABRASIVES - A-3, D-3, D-4
- 54 PREFABRICATED STRUCTURES AND SCAFFOLDING - A-3, A-12, D-1, and Local Purchase
- 55 LUMBER, MILLWORK, PLYWOOD, AND VENEER - A-12, D-4, and Local Purchase
- 56 CONSTRUCTION AND BUILDING MATERIALS - A-12, D-4 and Local Purchase

- 58 COMMUNICATION EQUIPMENT - A-3, A-4, A-5, A-8, A-11, A-12, D-1, D-6 and Local Purchase
- 59 ELECTRICAL AND ELECTRONIC EQUIPMENT COMPONENTS - A-1, A-3, A-4, A-5, A-6, D-1, D-4
- 60 FIBER OPTICS - A-3, A-4, D-1
- 61 ELECTRIC WIRE AND POWER DISTRIBUTION EQUIPMENT
  - 6105 Electrical Motors, A-3, A-4, D-3
  - 6110 Electrical Control Equipment, A-1, A-4, A-12, D-3
  - 6115 Generators and Generator Sets, A-3, A-4, A-12, D-3
  - 6120 Transformers, D-3
  - 6125 Converters, Rotating, D-3
  - 6130 Converters, Nonrotating, A-3, D-3
  - 6135 Primary Batteries, A-3, A-4, D-3
  - 6140 Secondary Batteries, A-4, D-3
  - 6145 Wire and Cable, Electrical, D-3
  - 6150 Miscellaneous Electrical Equipment, A-4, A-12, D-3
- 62 LIGHTING FIXTURES AND LAMPS
  - 6210 Outdoor Lighting, D-3
  - 6220 Vehicle Lights, A-3, D-3
  - 62XX All Other, D-3
- 63 ALARM AND SIGNAL SYSTEMS
  - 6320 Shipboard, D-3
  - 6340 Aircraft, A-3, D-3
  - 6350 Miscellaneous, A-3, D-3
- 65 MEDICAL, DENTAL, AND VETERINARY EQUIPMENT - A-9, A-10, D-5
- 66 INSTRUMENTS AND LABORATORY EQUIPMENT
  - 6605 Navigational Instruments, A-3, A-4, D-3
  - 6610 Flight Instruments, A-3, D-3
  - 6615 Autopilots, Airborne Gyro, A-4, D-3
  - 6620 Engine Instruments, A-3, A-5, D-3
  - 6625 Electrical and Electronic Measuring Instruments, A-2, A-3, A-4, A-6, A-11, D-1
  - 6630 Chemical Analysis Instruments, A-2, A-5, D-5

- 6635 Physical Properties Testing Equipment, A-2, A-5, D-3
- 6636 Environmental Chambers, A-2, A-5, D-3
- 6640 Laboratory Equipment and Supplies, A-2, A-4, A-5, A-9, D-5
- 6645 Time Measuring Instruments, A-5, D-3
- 6650 Optical Instruments, A-1, A-2, A-5, A-6, D-3
- 6660 Meteorological Instruments, A-4, D-3
- 6665 Hazard-Detecting Instruments, A-1, A-2, A-4, A-5, A-4, D-3
- 6670 Scales and Balances, A-5, D-3
- 6675 Drafting, Surveying, and Mapping Instruments, A-3, D-3
- 6680 Motion-Measuring Instruments, A-3, A-5, D-3
- 6685 Pressure, Temperature, and Humidity Instruments, A-2, A-3, A-5, D-3
- 6695 Combination and Miscellaneous Instruments, A-2, A-3, A-5, D-3
- 67 PHOTOGRAPHIC EQUIPMENT - D-3
- 68 CHEMICALS AND CHEMICAL PRODUCTS - A-2, A-5, A-6, A-12, D-3, D-5
- 69 TRAINING AIDS AND DEVICES - A-3, A-8, D-3
- 70 GENERAL PURPOSE ADPE AND SUPPORT
  - 70XX Local Purchase for All Codes
  - 7010 ADPE Configuration, A-4, A-5
  - 7025 Input/Output and Storage Devices, A-3, A-4, A-5, A-7, A-14, D-1, D-6
  - 7030 ADP Software, A-3, A-4, A-5, A-7, A-8, D-6
  - 7035 ADP Support Equipment, A-3, A-4, A-5, A-7, A-11, D-6
  - 7042 Mini- and Micro-Computer Controls, D-6
  - 7045 ADP Supplies and Support Equipment, A-3, A-4, A-5, A-7, A-12, D-6
  - 7050 ADP Components, A-3, A-4, A-5, A-12, D-6
- 71 FURNITURE
  - 71XX Local Purchase for All Codes
  - 7105 Household Furniture, D-3
  - 7110 Office Furniture, A-7, D-3
  - 7125 Cabinets, Lockers, Bins, and Shelving, D-3
- 72 HOUSEHOLD AND COMMERCIAL FURNISHINGS AND APPLIANCES - D-3, D-5 and Local Purchase
- 73 FOOD PREPARATION AND SERVING EQUIPMENT
  - 7310 Food Cooking, Baking, and Serving Equipment, D-4
  - 7320 Kitchen Equipment and Appliances, D-4
  - 7330 Kitchen Hand Tools and Utensils, D-4
  - 7340 Cutlery and Flatware, D-4

- 7350 Tableware, D-4
- 7360 Food Preparation and Serving Kits and Outfits, A-3, D-4
- 74 OFFICE MACHINES AND VISIBLE RECORD EQUIPMENT - D-3, Local Purchase
- 75 OFFICE SUPPLIES AND DEVICES - D-3, Local Purchase
- 76 BOOKS, MAPS, AND OTHER PUBLICATIONS - D-3, Local Purchase
- 77 MUSICAL INSTRUMENTS, PHONOGRAPHS, AND HOMETYPE RADIOS - Local Purchase
- 78 RECREATIONAL AND ATHLETIC EQUIPMENT - Local Purchase
- 79 CLEANING EQUIPMENT AND SUPPLIES - D-3
- 80 BRUSHES, PAINTS, SEALERS, AND ADHESIVES - Local Purchase
- 81 CONTAINERS, PACKAGING, AND PACKING SUPPLIES
  - 8105 Bags and Sacks, D-3
  - 8110 Drums and Cans, D-4
  - 8115 Boxes and Cartons, Local Purchase
  - 8120 Gas Cylinders, D-3
  - 8125 Bottles and Jars, D-4
  - 8130 Reels and Spools, D-4 and Local Purchase
  - 8135 Packaging and Packing Materials, D-3, D-4 and Local Purchase
  - 8140 Ordnance Boxes, A-1, A-8, D-3
  - 8145 Specialized Shipping and Storage Containers, A-3, D-3
- 83 TEXTILES, LEATHER, FURS, APPAREL, AND SHOE FINDINGS, TENTS, AND FLAGS - D-5
- 84 CLOTHING, INDIVIDUAL EQUIPMENT, AND INSIGNIA
  - 8475 Specialized Flight Clothing and Accessories, D-5
  - 84XX All Other Clothing Codes, D-5
- 85 TOILETRIES - D-3
- 87 AGRICULTURAL SUPPLIES
  - 8710 Forage and Feed
  - 8720-30 Fertilizer, Seeds, and Nursery Stock, Local Purchase
- 89 SUBSISTENCE (See note)
  - 8905 Meat, Poultry, and Fish, D-5, and Local Purchase

- 8910 Dairy Foods and Eggs, D-5, and Local Purchase
- 8915 Fruits and Vegetables, D-5, and Local Purchase
- 8920 Bakery and Cereal Products, D-6, D-7, and Local Purchase
- 8925 Sugar, Confectionery, and Nuts, D-5
- 8930 Jams and Jellies, D-5
- 8935 Soups and Bouillon, D-6
- 8940 Special Dietary Foods, D-5
- 8945 Food Oils and Fats, D-5
- 8950 Condiments, D-5
- 8955 Coffee, Tea, and Cocoa, D-5, and Local Purchase
- 8960 Beverages, Nonalcoholic, D-5, and Local Purchase
- 8970 Composite Food Packages, D-5
- 8975 Tobacco Products, D-5 and Local Purchase

91 FUELS, LUBRICANTS, OILS, AND WAXES

- 9110 Solid Fuels, D-2
- 9130 Petroleum Base Liquid Propellants and Fuel, D-2 and Local Purchase
- 9140 Fuel Oils, D-2, and Local Purchase
- 9150 Oils, Greases - Cutting, Lubricating, and Hydraulic, D-2
- 9160 Miscellaneous Waxes, Oils, and Fats, D-4

93 NONMETALLIC FABRICATED MATERIALS - D-3, and Local Purchase

95 METAL BARS, SHEETS, AND SHAPES

- 9505 Wire, Nonelectrical, Iron and Steel, D-4
- 9510 Bars and Rods, Iron and Steel, D-4
- 9515 Sheet and Strip, Iron and Steel, D-4
- 9520 Structural Shapes, Iron and Steel, A-12, D-4
- 9525 Wire, Nonelectrical, Nonferrous, D-4
- 9530 Bars and Rods, Nonferrous, D-4
- 9535 Sheet and Strip, Nonferrous, D-5 and Local Purchase
- 9540 Structural Shapes, Nonferrous, D-4

96 ORES, MINERALS, AND THEIR PRIMARY PRODUCTS - A-1, D-4

**Note:** For all subsistence items, see coverage on Commissaries in Part 4.

## Services

H1 QUALITY CONTROL SERVICE (See Note)

J MAINTENANCE, REPAIR, AND REBUILDING OF EQUIPMENT (See Note)

J013 Ammunition and Explosives, A-1  
J014 Guided Missiles, A-3  
J015 Aircraft, A-3, and Local Purchase  
J016 Aircraft Components, A-3, and Local Purchase  
J017 Aircraft Ground Equipment, Local Purchase  
J020 Marine Equipment, A-3, A-12  
J023 Vehicles, Trailers, and Cycles, Local Purchase  
J028 Engines and Turbines, A-3  
J034 Metalwork Machinery, A-1, D-3  
J036 Industrial Machinery, A-1, Local Purchase  
J041 Refrigeration and Air Conditioning, A-3, Local Purchase  
J042 Fire Rescue and Safety Equipment, A-3  
J058 Communication Equipment, A-4, A-5, and Local Purchase  
J065 Medical and Dental Equipment, A-10  
J066 Instruments and Lab Equipment, A-5, and Local Purchase  
J070 ADP Equipment and Supplies, Local Purchase  
J074 Office Machines, Local Purchase

K MODIFICATION OF EQUIPMENT (See Note)

K010 Weapons, A-1  
K012 Fire Control Equipment, A-3  
K013 Ammunition and Explosives, A-1, A-2  
K014 Guided Missiles, A-3  
K015 Aircraft, A-3  
K016 Aircraft Components, A-3  
K017 Aircraft Ground Equipment, A-3  
K058 Communication Equipment, A-4, A-5

L TECHNICAL REPRESENTATIVE SERVICES (See Note)

M OPERATION OF GOVERNMENT-OWNED FACILITY

[There are more opportunities than you might have thought, including operation of buildings, utilities, and other facilities. Observe the Government operations in your area and consider whether they may be contractor-operated. Government policy is to encourage contractor operation where it is in the Government's interest.]



N     INSTALLATION OF EQUIPMENT

N058 Communication Equipment, A-4, A-5

N068 Chemical Products, A-2, A-5

P     SALVAGE SERVICES (Including demolition) - A-12 and Local Purchase

Q     MEDICAL SERVICES [Note: Specialized services and specialized suppliers], A-10

R     PROFESSIONAL TECHNICAL AND MANAGEMENT SERVICES

R2XX Architect-Engineer (See Part 1 of this booklet)

R301 ADP Facility Management, A-7

R302 ADP Systems Development and Programming, A-5, A-6, A-7, A-12, and Local Purchase

R303 ADP Entry, A-7

R407 Program Evaluation, A-2, A-4

R408 Program Management-Support, A-2, A-3, A-4, A-7

R412 Simulations A-2, A-3

R414 Systems Engineering, A-4, A-3, A-6, and Local Purchase

R415 Technology Sharing, A-2

R425 Engineering Technical Services, Local Purchase , A-2, A-4

R504 Studies/Chemical-Biological, A-2

R551 mobilization/Preparedness Studies, A-2

R702 Data Collection Services, A-6

R706 Logistics Support Services, A-2, A-4

R707 Procurement and Acquisition Support Services, A-3

S     UTILITIES AND HOUSEKEEPING SERVICES

S201 Custodial-Janitorial, Local Purchase

S203 Food Service, Local Purchase

S205 Garbage Collection, Local Purchase

S206 Guard Services, Local Purchase

S208 Landscaping and Ground keeping, Local Purchase

T     PHOTOGRAPHIC, MAPPING, PRINTING, AND PUBLICATION

T013 TECHNICAL WRITING, A-3, A-4

V     TRANSPORTATION AND TRAVEL [Note: Specialized services and specialized suppliers, A-8

W LEASE OR RENTAL OF EQUIPMENT

W038 Rental of Construction Equipment, A-12  
W070 Rental of ADP Equipment, Local Purchase  
W074 Rental of Office Machines, Local Purchase

X LEASE OR RENTAL OF FACILITIES

X173 Rental of Fuel Storage Buildings, D-3

Y CONSTRUCTION - A-3, A-12

Z MAINTENANCE AND REPAIR OF REAL ESTATE - A-21, and Local Purchase

**Note:** For information on Department of Navy and Air Force use same internet address.

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**Note:** If you have special capability in connection with particular items or lines of equipment, you should let the producer of that equipment be aware of your interest in working with it. You may be able to get subcontract work or to learn of DoD locations that have the equipment.

## **PART 3**

### **RESEARCH AND DEVELOPMENT SALES OPPORTUNITIES**

#### **MAJOR MILITARY RESEARCH AND DEVELOPMENT ACTIVITIES**

The DoD encourages participation by small concerns, including those owned by women and by disadvantaged persons, in its R&D programs. DoD seeks the most advanced scientific knowledge attainable and the best possible equipment and systems that can be devised and produced. It is the government's policy (FAR 35.008), in awarding an R&D contract, to select the organization ". . . that proposes the best ideas or concepts and has the highest competence in the specific field of science or technology involved." You should evaluate your firm critically before seeking a government R&D contract. Be sure that your firm is as well qualified as others who may want the same award. The telephone numbers in the lists which follow are for the small business specialists at the research organizations. Also, refer to Part 1 of this book, for information on the DoD Small Business Innovation Research (SBIR) program.

#### **DEPARTMENT OF THE ARMY**

**U. S. Army Space & Missile Defense Command**  
**PO Box 1500**  
**Huntsville, AL 35807-3801**

**(205) 955-3412**

Principal interests: Manages technology base research and development for Ballistic Missile Defense Organization and provides significant technical and program support to the Army Program Executive Office for Air and Missile Defense; supports Army space requirements; develops and demonstrates technologies required for kinetic energy weapons, directed energy weapons, structures, materials; conducts lethality and vulnerability analysis of various threat objects; conducts research in the areas of optics, radar and laser radar technology, high-performance electronics, sensor phenomenology, analysis, and measurement programs; develops theater and strategic missile targets for all of DoD; pursues innovative, high-risk, high-payoff research programs in acoustic-optical processing, laser satellite communications, radar range-doppler images, and threat destruction mechanisms.

**U. S. Army Research Office**  
**AMXRO-PR**  
**PO 12211**  
**Research Triangle Park, NC 27709-2211**

**(919) 549-4271**

Principal interests: Research proposals on a competitive basis, from educational institutions, nonprofit organizations, and private industry in the fields of mathematics, physics, engineering, chemistry, electronics, materials, biology and geoscience.

**U. S. Army Research Laboratory  
AMSCL-SB  
2800 Powder Mill Road  
Adelphia, MD 20783-1197**

**(301) 394-3692**

Principal interests: Research and technology development efforts provide scientific and technological innovation in ten fields of technical endeavor; lethality; survivability enhancement, assessment; sensors, signatures and signal processing, power resources; materials and structures; battlefield environmental effects; human factors; advanced computing and advanced electronics.

**U. S. Army Aviation and Missile Command  
ATTN: AMSAM-SB  
Redstone Arsenal  
Huntsville, AL 35898-5150**

**(205) 876-5441**

Principal Interests: R&D of new helicopter systems, support of qualification testing of turbine engines, development and evaluation of prototype hardware for fueling and defueling equipment for use in combat areas and solving fuel contamination problems. Conducts research in both exploratory and advanced development in subsonic areas of application. R&D associated with free rockets, guided missiles, ballistic missiles, targets, air defense weapons systems, fire control coordination equipment, related special purpose and multisystem test equipment, missile launching and ground support equipment, metrology and calibration equipment, and other associated equipment.

**Associated Installations:**

**Propulsion Directorate  
NASA/Lewis Research Center  
2100 Brookpart Road  
Cleveland, OH 44135-3127**

**(216) 433-3703**

**Aerostructures Directorate  
NASA/Langley Research Center  
Hampton, VA 23665-5225**

**(804) 864-2447**

**Aviation Applied Technology Directorate  
Fort Eustis, VA 23604-5577**

**(804) 878-2208**

**U. S. Army Soldiers Systems Command  
ATTN: AMSS-C-SB  
Kansas Street  
Natick, MA 01760-5008**

**(508) 233-4995**

Principal interests: R&D in the physical and biological sciences and engineering to meet military requirements in commodity areas of textiles, clothing, body armor, footwear, insecticides and

fungicides, subsistence, containers, food service, equipment (as assigned) tentage and equipage, and air delivery equipment.

**U. S. Army Communications-Electronics Command** (908) 532-4511  
**ATTN: AMSEL-SB**  
**Fort Monmouth, NJ 07703-5005**

Principal interests: R&D and acquisition, to include first production and initial fielding of communications, tactical data, and command and control systems. R&D programs related to communications, electronics intelligence, electronic warfare, reconnaissance surveillance, target acquisition, night vision, combat identification, position locations, tactical satellites, maneuver control, common hardware/software, sensors, power sources and other associated equipment.

**U. S. Army Tank Automotive & Armaments Command** (810) 574-5388  
**ATTN: AMSTA-CB**  
**Warren, MI 48397-5000**

Principal interests: R&D associated with combat tactical and special purpose vehicles. R&D programs related to advanced concepts, development and engineering of combat and tactical vehicles, including automotive subsystems and components. Component programs involved engines, transmissions, suspensions, electrical and miscellaneous vehicular components.

**U. S. Army Armament Research,** (201) 724-4106  
**Development and Engineering Center**  
**AMSTA-AR-SB**  
**Picatinny Arsenal, NJ 07806-5000**

Principal interests: Product development/improvement of munitions, weaponry, and fire control systems; testing and analysis; and technical support for fielded armament systems.

**U. S. Army Test & Evaluation Command** (410) 278-1201  
**ATTN AMSTE-PR**  
**Aberdeen Proving Ground, MD 21005-5005**

**Associated installations:**

**U. S. Army Garrison** (410) 278-1548  
**ATTN: STEAP-SB**  
**Aberdeen Proving Ground, MD 21005-5001**

Principal Interests: R&D, production and post production testing of weapons, systems, ammunition, combat and support vehicles, and individual equipment.

**U. S. Army Dugway Proving Ground**  
**ATTN: STEDP-DBO-DOC**  
**Dugway, UT 84022-5202**

**(801) 831-2102**

Principal interests: Conducts field and laboratory tests to evaluate chemical and radiological weapons and defense systems and materiel, as well as defense research.

**U. S. Army White Sands Missile Range**  
**ATTN: STEWS-SBA**  
**White Sands, NM 88002-5031**

**(505) 678-1401**

Principal interests: Conducts testing and evaluation of Army missiles and rockets. Operates the United States only land based national range to support missile and other testing for the Army, Air Force, Navy, and National Aeronautics and Space Administration.

**U. S. Army Yuma Proving Ground**  
**ATTN: STEYP-CR**  
**Yuma Proving Ground, AZ 85365-9102**

**(602) 328-6285**

Principal interests: R&D, production and post production testing of weapons, systems, ammunition, and combat and support vehicles. Conducts environmental tests, air drop and air delivery tests, and participates in engineering testing of combat end support items

**U. S. Army Engineer Waterways Experiment Station**  
**3909 Halls Ferry Road**  
**Vicksburg, MS 39180-6199**

**(601) 634-2424**

Principal interests: Research in support of the civil and military mission of the Chief of Engineers and other Federal agencies, through the operation of laboratories in the broad fields of hydraulics, soil mechanics, concrete, engineering geology, rock mechanics, pavements, expedient construction, nuclear and conventional weapons, protective structures, vehicle mobility, environmental relationships, aquatic weeds, water quality, dredge material and nuclear and chemical explosives excavation.

**U. S. Army Cold Regions Research and  
Engineering Laboratory**  
**72 Lyme Road**  
**Hanover, NH 03755-1290**

**(603) 646-4324**

Principal interests: Research pertaining to characteristics and events unique to cold regions, especially winter conditions, including design of facilities, structures, and equipment and methods for building, traveling, living, and working in cold environments.

**U. S. Army Construction-Engineering Research  
Laboratory  
2902 Newmark Drive  
Campaign, IL 61826-1305**

**(217) 373-6748**

Principal interests: Research in the materials, utilities, energy, and structures of all buildings except those specifically designed for cold regions. Conducts systems oriented R&D on the life-cycle requirements of military facilities and their management (the life cycle includes all the processes of planning, design, and construction through maintenance and disposition). Integrates technological developments into construction. Develops corrosion mitigation systems for structures utilizing improved organic coatings, cathodic protection methods, and alternative materials selection. Develops procedures and technology to protect and enhance environmental quality.

**U. S. Army Topographic Engineering Center  
7701 Telegraph Road, Building 2592  
Fort Belvoir, Virginia 22301-3864  
Web Site: <http://www.tec.army.mil>**

**(703) 428-6608**

Principal interests: R&D in the topographic sciences including mapping, charting, geodesy, space research, remote sensing, spectral characterization and analysis, point positioning, surveying and land navigation, environmental support, computer image generation and 3-D battlefield visualizations, modeling and simulation, and distributed interactive simulations. Provides scientific and technical advisory services to support geographic intelligence and environmental resources requirements.

**U. S. Army Medical Research & Materiel Command  
U. S. Army Medical Research Acquisition Activity  
MCMR-AAU  
820 Chandler Street  
Ft. Detrick, MD 21702-1014**

**(301) 619-2471**

Principal interests: Basic and applied medical research and product development. Medical laboratory and logistical support services, supplies, equipment, and telecommunications.

**Associated Activities:**

**U. S. Army Aeromedical Research Laboratory  
MCMR-UAC-E  
Fort Rucker, AL 36362-5292**

**(334) 255-6908**

**U. S. Army Institute of Surgical Research  
MCMR-USX  
3400 Rayley E. Chambers Avenue  
Fort Sam Houston, TX 78234-6315**

**(210) 916-2250**

**U. S. Army Medical Materiel Development Activity** (301) 619-7584  
**MCMR-UMS-R**  
**622 Neiman Street**  
**Fort Detrick, MD 21702-5009**

**U. S. Army Medical Research Institute of** (410) 671-1834  
**Chemical Defense**  
**MCMR-UV-RC**  
**Aberdeen Proving Ground, MD 21010-5425**

**U. S. Army Research Institute of Environmental** (508) 651-4817  
**Medicine**  
**MCMR-UE-RP**  
**Natick, MA 01760-5007**

**U. S. Army Medical Research Institute of** (301) 619-2775  
**Infectious Diseases**  
**MCMR-UIZ-M**  
**1425 Porter Street**  
**Fort Detrick, MD 21702-5011**

**Walter Reed Army Institute of Research** (202) 782-3061  
**MCMR-UWZ-C**  
**Bldg 40, Walter Reed Army Medical Center**  
**Washington, D. C. 20307-5100**

**Telemedicine Research Laboratory** (301) 619-7917  
**MCMR-AT**  
**504 Scott Street**  
**Fort Detrick, MD 21702-5012**

## **DEPARTMENT OF THE NAVY**

**Office of Naval Research** (703) 696-8528  
**ONR 362 SBIR**  
**800 North Quincy Street, Room 502**  
**Arlington, VA 22217-5000**

Principal interests: Basic research and technology. Contracts are generally awarded in response to unsolicited proposals. The major areas of interest are: mathematical and physical sciences; environmental sciences; engineering sciences; life sciences; aviation and aerospace technology; undersea technology; integrated antisubmarine warfare; surface warfare and supporting technologies; manpower, personnel, and training technology; and advanced conformal submarine acoustic sensor.



**Navy Personnel Research and Development Center**  
**Code 022**  
**San Diego, CA 92152-6800**

**(619) 553-7805**

Principal interests: Research in manpower, personnel, education and training, and human factors engineering in development and operation of Navy personnel systems.

**National Naval Medical Center**  
**Procurement Department**  
**8901 Wisconsin Avenue, Bldg. 54**  
**Bethesda, MD 20889-5000**

**(301) 295-0285**

Principal interests: Research, development, test, and evaluation in the following technology areas: submarine medicine, aviation medicine, electromagnetic radiation, human performance, fleet health care, infectious diseases, oral and dental health.

**Naval Air Systems Command**  
**Code 02E, Room 424**  
**1421 Jefferson Davis Highway**  
**Arlington, VA 22243-2000**

**(703) 692-0935**

Principal interests: Design, development, testing, and evaluation of airframes, aircraft engines, components, and fuels and lubricants; airborne electronic equipment, pyrotechnics, and mine countermeasures equipment; air launched weapons systems and underwater sound systems; aircraft drone and target systems; catapults, arresting gear, visual landing aids, meteorological equipment, ground handling equipment, parachutes, flight clothing, and survival equipment.

**Space and Naval Warfare Systems Command**  
**Code SPA-OOK**  
**4301 Pacific Highway**  
**San Diego, CA 92110-3127**

**(619)524-7701**

Principal interests: RDT&E for command, control and communications; undersea and space surveillance; electronic warfare; navigational aids; electronic test equipment; electronic materials, components and devices.

**Naval Facilities Engineering Command**  
**Code FAC-OOJ**  
**200 Stovall Street, Room 11N59**  
**Alexandria, VA 22332-5000**

**(703) 325-8549**

Principal interests: R&D for new or improved materials, equipment, or engineering techniques to resolve specific engineering problems pertaining to design, construction, operation, and maintenance of shore facilities.

**Naval Sea Systems Command**  
**Code SEA-02K**  
**2531 Jefferson Davis Highway**  
**Arlington, VA 22242-5160**

**(703) 602-1964**

Principal interests: R&D, procurement, and logistics support and other material functions for all ships and craft, shipboard weapon systems and ordnance, air launched mines and torpedoes, shipboard components such as propulsion sonar search radar and auxiliary equipment; procurement, technical guidance, and supervision of operations related to salvage of stranded or sunk ships and craft.

**Naval Supply Systems Command**  
**Building 9**  
**P.O. Box 2050**  
**Mechanicsburg, PA 17055-0791**

**(717)790-3575**

Principal interests: R&D in supply systems management techniques, including mathematical and statistical analyses, materials handling, clothing and textiles, transportation, and logistics data processing systems.

**Naval Research Laboratory**  
**Contracts Division, Code 3204, Bldg. 57**  
**4555 Overlook Avenue, SW**  
**Washington, DC 20375-5326**

**(202) 767-6263**

Principal interests: Scientific research and advanced technology development for new and improved materials, equipment, techniques, systems and related operational procedures for the Navy. Fields of interest include space science and systems; environmental sciences; plasma physics; acoustics; radar; electronic warfare; marine technology; chemistry; materials; optical and radiation sciences; electronics and information technology.

**Naval Construction Battalion Center**  
**Code 10G/27G, Bldg 41**  
**1000 23rd Avenue**  
**Port Hueneme, CA 93043-4301**

**(805) 982-5066**

Principal interests: RDT&E center for shore and seafloor facilities and for the support of Navy and Marine Corps construction forces.

**Naval Underwater Warfare Center**  
**Code OOSB**  
**1176 Howell Street, Bldg. 11**  
**Newport, RI 02840**

**(401) 841-2442**  
**Ext. 270**

Principal interests: Submarine warfare analysis, combat systems engineering and integration, acoustic reconnaissance and search systems, electronic warfare systems, command and control

systems, combat control systems, submarine unique communications systems, submarine launchers, submarine-launched torpedoes, submarine unique antisubmarine warfare tactical missile systems, underwater acoustics for system performance prediction, subsurface target simulators, and undersea range development and operation.

**Naval Air Warfare Center**  
**Aircraft Division, Code 20C00W**  
**Contracts Building 588, Suite 2**  
**22347 Cedar Point Road, Unit 6**  
**Patuxent River, MD 20670-1161**

**(301) 342-7567**  
**Ext. 103**

Principal interests: RDT&E of aircraft weapons systems, command and control systems, subsystems and components, external stores ordnance and explosive devices for aircraft, electrical and electronics both air and ship systems, instrumentation, data management and analyses, reliability and maintainability (R&M), integrated logistics support (ILS), systems safety, simulation planning and analysis, flight services and program operation, flight services and program operation, program training management, computer programming and operations, software/hardware integration and analysis, electronic, computer, and communication laboratory operational support, software/hardware risk management.

**Naval Air Warfare Center**  
**Weapons Division, Code 00K000D**  
**One Administration Circle**  
**China Lake, CA 93555-6001**

**(760) 939-2712**

Principal interests: RDT&E center for air warfare systems (except antisubmarine warfare systems) and missile weapons systems including missile propulsion, warheads, fuses, avionics and fire control, missile guidance, and the national range/facility for parachute test and evaluation.

**Naval Air Warfare Center**  
**Training Systems Division**  
**Code 86D1/27B**  
**12350 Research Parkway**  
**Orlando, FL 32826-3224**

**(407) 380-8253**

Principal interests: Research investigations and exploratory development in simulation technology and techniques, investigations and studies in the fields of training psychology, human factors and human engineering, design and engineering development of training devices, weapons system trainers and simulators, and technical data and related ancillary support materials and services.

**Naval Surface Warfare Center  
Carderock Division  
Building 30, Code 303  
9500 McArthur Blvd, Room 1  
West Bethesda, MD 20817-5700**

**(301) 227-2871**

Principal interests: New vehicle concepts, ship and aircraft compatibility, ship trials and the development of vehicle technology. Areas addressed include hull form; structures; systems development and analysis; Marine Corps systems; fleet support; survivability, vulnerability, protection and weapons effects; propulsion; silencing; maneuvering and control auxiliary machinery; structural, propulsion and machinery materials; environmental effects, pollution abatement, alternate energy sources (non nuclear); logistics research and information systems; engineering development and design of specialized testing equipment; computer techniques and software for analysis, design and manufacturing, and numerical mechanics. Provides RDT&E support to the U.S. Maritime Administration and the maritime industry.

**Naval Air Warfare Center  
Aircraft Division  
P.O. Box 7176, Code SUA  
1440 Parkway Avenue  
Trenton, NJ 08628-0176**

**(609) 538-6640**

Principal interests: RDT&E of aircraft propulsion systems and components and accessories and fuels and lubricants.

**Naval Surface Warfare Center  
Crane Division  
Code SB  
300 Highway 121, Building 221A  
Crane, IN 47522-5001**

**(812) 854-1542**

Principal interests: Design, engineering, evaluation, and analysis programs required in providing support for ships and crafts, shipboard weapons systems, and expendable and non expendable ordnance items.

**Naval Surface Warfare Center  
Indian Head Division  
Code SB  
101 Strauss Avenue  
Indian Head, MD 20640-5035**

**(301) 743-6604**

Principal interests: Research, development, pilot manufacture, test, and evaluation and fleet support of gun propellants, cartridges, cartridge actuated devices, and weapon system simulators. Provides process development, pilot manufacture and engineering in the transition of rocket engines and warheads from development to production. Provides design support, in-service engineering and acquisition engineering support for Navy rocket engines.

**Naval Weapons Station**  
**Supply Department, Code 113**  
**P.O. Box 140**  
**Yorktown, VA 23691-0140**

**(804) 887-4644**

Principal interests: Development of weapons and explosive loading equipment.

**Naval Oceanographic Office**  
**Contracts Office, Code N4212, Bldg. 9134**  
**Stennis Space Center, MS 39522-5001**

**(601) 689-8369**

Principal interests: R&D in oceanographic, hydrographic, and geodetic equipment, techniques, and systems.

**Naval Surface Warfare Center**  
**Dahlgren Division, Code C6**  
**Dahlgren, VA 22448-5000**

**(703) 663-4806**

Principal interests: Provide RDT&E, engineering and fleet support for surface warfare systems, surface ship combat systems, ordnance, mines, amphibious warfare systems, mine countermeasures special warfare systems, and strategic systems.

**Naval Surface Warfare Center**  
**Dahlgren Division**  
**Coastal Systems Station, Code 20D**  
**6703 West Highway 98**  
**Panama City, FL 32407-5000**

**(904) 234-4347**

Principal interests: Provide RDT&E for mines and countermeasures, special warfare, amphibious warfare, diving and other naval missions that take place primarily in the coastal region.

**Naval Air Warfare Center**  
**Weapons Division, Code P65**  
**Point Mugu, CA 93041-5000**

**(805) 989-8914**

Principal interests: Performs test and evaluation, development and follow-on engineering; provides logistics and training support for naval weapons, weapon systems, and related devices; and provides major range, technical, and base support for fleet users and other DoD and government agencies. Functions relate to guided missiles, rockets, free-fall weapons, fire control and radar systems, drones and target drones, computers, electronic warfare devices and countermeasures equipment, range services and instrumentation, test planning simulations, and data collection.

**Space and Navy Warfare System Center**  
**RDT&E Division, Code 02202**  
**53570 Silvergate Avenue**  
**San Diego, CA 92152-5113**

**(619) 553-4326**

Principal interests: RDT&E for command control, communications, ocean surveillance, surface and air-launched undersea weapon systems, submarine arctic warfare, and supporting techniques.

## **DEPARTMENT OF THE AIR FORCE**

**Space and Missile System Center (SMC/BC)**  
**155 Discoverer Blvd, Ste 2017**  
**Los Angeles AFB CA 90245-4692**

**(310) 363-2855**

Principle interests: The mission of SMC is to plan, program, and manage AFMC programs to acquire space systems, subsystems, support equipment, and related hardware and software; provide for the maintenance, construction, alteration, and security of launch, tracking, and support facilities; conduct research, exploratory development, and advanced development programs to support future space missions; provide for and conduct launch and flight test and evaluation support of major DoD programs and programs of other federal agencies; perform the functions of launch, launch control, deployment checkout prior to turnover, and sustaining engineering; perform on-orbit test and evaluation of systems, subsystems and components, discharge AF responsibilities for designated AF, DoD, and international space programs; plan, program, and acquire test facilities and other test investments required by AFMC programs at all locations (test centers and contractor facilities); plan and provide for security on all systems and information requiring safeguards consistent with AF and DoD security directives; provide management oversight for commercial expendable Launch Vehicle Activity; conduct launch agreement negotiations with commercial space launch operators; provide system engineering management support for selected space systems, subsystems, facilities, support equipment, and related hardware and software; support other product divisions and federal agencies with technologies derived from its subordinate laboratories.

While there are no AF aircraft assigned to Los Angeles AFB, the operational contracting directorate does contract for all other work necessary for the operation and maintenance of the base.

**HQ Air Force Space Command (HQ AFSPC/LGCM)**  
**150 Vandenberg St, Ste 1105**  
**Peterson AFB, CO 80914-4350**

**(719)554-5324**

Principle interests: HQ AFSPC awards and administers contracts for AF Space Command services and associated supply requirements to support major operational defense systems, space launch operations and maintenance, satellite control, and satellite operations. This includes associated engineering and technical support services, as well as local purchase requirements for the following bases:

Buckley ANGB, Colorado  
Falcon AFB, Colorado  
FE Warren AFB, Wyoming  
Malmstrom AFB, Montana  
Onizuka AFB, California  
Patrick AFB, Florida  
Peterson AFB, Colorado  
Vandenberg AFB, California

**Human Systems Center/BC (AFMC)**  
**8106 Chennault Rd, Bldg 1160**  
**Brooks AFB, TX 78235-5318**

**(210)536-4348**

Principle interests: The Human Systems Center has the role of integrating and maintaining people in AF systems and operations. People are the enabling factor in AF operations. Recognizing this, the center was established as the AF agent for human-centered research, development, acquisition, and specialized operational support. \* (Also cover AF-wide environmental restoration and base closure efforts.)

The center prepares, maintains, protects, and enhances human capabilities and human-system performance, from the scope of the individual to the entire forces. The center works in four functional areas to meet current and future human-centered operational requirements:

- Crew-system integration
- Crew protection
- Environmental protection
- Force readiness (human resources and aerospace medicine)

The Armstrong Laboratory, Human Systems Program Office, the USAF School of Aerospace Medicine and an air base group are major units of the center.

HSC/BC also provides contract support to the AF Center for Environmental Excellence (AFCEE) which provides a full range of technical services in environmental areas, including contracting for full service remediation/remedial action, worldwide environmental services, preliminary assessment/site inspections, tank removals, environmental support, community relations, general systems engineering and integration (GSE&I), information clearing house, and Installation Restoration Program Information Management System (IRPIMS).

The Operational Contracting Division acquires supplies, equipment, services, construction, and utilities in support of Brooks AFB and tenant organizations.

**Armstrong Laboratory**  
**c/o Human Systems Center/BC**  
**Brooks AFB, TX 78235-5320**

**(210)536-4348**

Principle interests: Ensuring that the AF's weapon systems and the people operating them are compatible. The laboratory researches and develops technology for maintaining, protecting, and enhancing human capabilities during AF operations. The seven major components of the Armstrong Laboratory and its related technical concerns are:

Aerospace Medical Research Laboratory Directorate, Wright-Patterson AFB, OH, conducts and directs R&D in aerospace biotechnology. Activities are directed toward advancing technology in man-machine integration, physiological tolerances, protection requirements, toxic hazards, and the influence of noise, vibration, and acceleration.

School of Aerospace Medicine (SAM) plans and conducts R&D on work dealing with applied aeromedical research including medical education and training, clinical evaluation/consultations, and special support activities.

Human Resources Directorate conducts exploratory and advanced development programs for manpower and personnel, operational and technical training, simulation, and logistics systems in four research divisions. Their goal is to assist the AF in achieving the best methods for acquiring enlisted and officer members; training and maintaining this force at peak readiness.

Occupational and Environmental Health Directorate provides professional consultation, specialized laboratory services, and operational field support to assist the AF in meeting its worldwide responsibilities in the management of occupational, radiological, and environmental health problems. It is a technical center for the AF's Installation Restoration Program and host for the AF Radiation Assessment Team.

Human Systems Program Directorate conducts advanced and full-scale development and acquisition programs in crew-system integration, personnel protection, air base support, computer based training systems, and clothing design in response to Air Force needs. This office is also responsible for aeromedical casualty, manpower, and personnel programs; advanced anti-G system for fighter aircraft, life support/survival equipment, chemical defense, hazardous waste cleanup, integrated aircrew protection, space crew enhancement technology, cockpit design, helmet mounted systems (night vision, etc.), crew escape technology, and noise (sonic boom impact) technology.

Science, Technology and Operational Aeromedical Support Program Office develops technology for future warfighting capabilities by generating the strategy to produce the enabling human centered technology options.

Drug Testing Directorate implements the AF drug abuse program, conducts testing for known drugs of abuse, such as cocaine, amphetamines, barbiturates and marijuana for CONUS AF members and Army personnel in the South Central US, as well as research and testing on other



drugs to ensure drug users are deterred from switching to substances not currently being analyzed.

**Phillips Laboratory (PL/BC)**  
**2000 Wyoming Blvd SE, Bldg 2064**  
**Kirtland AFB, NM 87117-5060**

**(505)846-8515**

The Phillips Laboratory provides contracting support to its own activities which include the following Laboratories:

PL/GP Geophysics	PL/WS Adv Weapons and Surveillance
PL/RK Propulsion	PL/SX Space Experiments
PL/VT Space and Missiles Technology	
PL/LI Lasers and Imaging	

In addition, support is provided for acquisition of research and development projects and major support contracts to other Government agencies such as: The Air Force Operational Test and Evaluation Center (AFOTEC), Defense Advanced Research Agency (DARPA), Theater Air Command Computer Simulation Facility (TACCSF), AirBorne Laser Program Office (ABL), Space and Missile Systems Center's Space and Missile Test and Evaluation Directorate (SMC/TE), San Antonio Air Logistics Center's Nuclear Weapons Integration Facility (SA-ALC/NWI), and the U.S. Army's BIG CROW Program Office.

The Phillips Laboratory establishes and maintains comprehensive in-house resources for research, development, testing, and evaluation; manages activities of the various Phillips Laboratory centers; integrates technology products and conducts configuration research; develops and tests experimental space systems and subsystems, nonconventional and advanced weapons, and rocket propulsion systems to acquire design data and demonstrate new and integrated technology; acts as focal point or lead organization for designated programs or activities involving two or more AF or DoD organizations, or DoD and NASA organizations; acts in coordination with space test programs; advocates and sponsors space experimentation and test of assigned technologies in space.

The operational contracting division contracts for supplies, equipment, and work necessary for the operation and maintenance of Phillips Laboratory and Kirtland AFB.

**Wright Laboratory**  
**Directorate of R&D Contracting**  
**c/o Aeronautical Systems Center (ASC/BC)**  
**2196 D St**  
**Wright-Patterson AFB OH 45433-7201**

**(937)255-5422**

Principle interests: This directorate provides business and contracting support for Wright Laboratory (WL). Contracts are written for requirements of the following directorates:

Aero Propulsion and Power Directorate is responsible for development of airbreathing propulsion and aerospace power technology needed for future AF systems, as well as providing assistance to the "product divisions" of AFMC in acquiring new systems and in helping to resolve developmental and operation problems.

Avionics Directorate conducts R&D programs for aerospace reconnaissance, weapons delivery, electronic warfare systems, navigation, communication and avionics integration.

Solid State Electronics Directorate is responsible for electronic device R&D for future AF systems needs in the areas of microelectronics, microwaves, and electro-optics. Research extends from fundamental semiconductor layer growth and device fabrication through analog and digital integrated circuits; also included is the computer-aided design software and work stations needed to pursue sample hybrid and monolithic integrated circuits.

Flight Dynamics Directorate pursues AF flight vehicle technologies to support aircraft, missiles and space systems in the technical areas of structures, vehicle subsystems, flight control, aeromechanics and experimental flight vehicle testbeds. Materials Directorate explores new materials and processes for advanced aerospace applications. Its current focus is on thermal protection materials, metallic and nonmetallic structural materials, aerospace propulsion materials, fluids and lubricants, electromagnetic and electronic materials and laser hardened materials.

Manufacturing Technology Directorate focuses on process technologies and integrated manufacturing. This directorate is responsible for a new initiative which integrates design and manufacturing technologies to stimulate a new focus on design for producibility, design for quality, and design for life cycle costs. Key elements of this concurrent engineering involve development of advanced tools in computer aided design and computer aided manufacturing for analyses of design for weapon performance and low cost manufacturing.

Plans and Programs Directorate is made up of cockpit integration, which involves research to advance the state of the art crew systems technologies for all classes of aerospace vehicles; and signature technology, which includes planning, formulating, and executing USAF exploratory and advanced development programs for vehicle signature reduction technology and counter low observable technology.

Armament Directorate develops conventional armament technology and integrates these technologies into air vehicle platforms and other delivery platforms. The directorate provides conventional armament technology for four major thrusts that include advanced guidance, weapon flight mechanics, ordnance, and conventional strategic defense.

**AF Flight Test Center (AFFTC/BC)**  
**5 South Wolfe Ave, Bldg 2800**  
**Edwards AFB, CA 93524-1185**

**(805)277-3900 x2275**

Principles interests: Test and evaluation of new and research aircraft. The center's contracting activity provides the contracting support necessary to accomplish the test mission and to provide operational support for base personnel/facilities, including the USAF Test Pilot School. Test

mission procurements include telemetry equipment; flight test instrumentation; computer hardware and software; engineering, scientific and technical services, including management of the Edwards AFB Range; precision milling machines; aircraft maintenance; and radar components. Support to the test pilot school includes contracting for simulator training, glider training, and flight training/lectures. In addition, the AFFTC Contracting Center provides contracting support to the Propulsion Directorate of the Phillips Laboratory, a major tenant organization. Propulsion Directorate requirements include basic research, exploratory development and advanced development for strategic, tactical and space system propulsion.

The directorate also contracts for multiple space vehicle technologies including structures, structure dynamics, controls and power systems and is heavily involved in the Space Defense Initiative (SDI) program. The operational contracting division contracts for supplies, equipment, and work necessary for the operation and maintenance of Edwards AFB.

**Electronic Systems Center (ESC/BC)**  
**275 Randolph Rd**  
**Hanscom AFB, MA 01731-2818**

**(617)377-4973**

Principle interests: Plans and manages the acquisition and related engineering development of command, control, communications, and intelligence systems, subsystems and equipment including surveillance systems, navigation systems, air traffic control and landing systems, intelligence systems, electronic physical security surveillance and intrusion detection systems and weather systems, information and management systems until transfer of responsibility to the using command or agency. Evaluates using command requirements against available technology and potential costs and recommends necessary revisions. R&D contracts are also initiated by the Geophysics Division of the AF Laboratory in the environmental, physical and engineering sciences. The Geophysics Division performs research and exploratory and advanced Development in geophysics that is essential to the enhancement of AF operational capabilities. The work pursued may be categorized generally as falling within the following functional areas: Space Physics, Ionospheric Physics, Terrestrial Science, Upper Atmospheric and Stratospheric operations, Optical/IR Backgrounds and Targets, Weather Specification and Prediction. Close liaison is maintained with AF operational elements, system development activities, and other AF laboratories, to identify research and technology needs and to accelerate the integration of scientific advances into AF technology. Geophysics Division carries out its assigned R&D mission responsibilities with in-house as well as contractual support.

While there are no AF aircraft assigned to Hanscom AFB, the operational contracting directorate does contract for all other work necessary for the operation and maintenance of the base.

**Rome Laboratory (RL/BC)**  
**26 Electronic Parkway**  
**Griffis AFB, NY 13441-4514**

**(315)330-3311**

Principle interests: AFMC laboratory specializing in the development of technologies for command, control, communications and intelligence systems. The laboratory's focus is to develop AF command and control systems, advanced computers and microchips, communication devices and techniques, software engineering, intelligence gathering and processing devices,

surveillance systems, advanced radar, super conductivity, infrared sensors, cryogenics, artificial intelligence applications, and related technologies. It is the AF Center of Excellence in photonics research and the DoD focal point for reliability and compatibility.

**AF Development Test Center (AFDTC/BC)**

**205 West D Ave, Ste 449**

**Eglin AFB, FL 32542-6863**

**(904)882-2843**

Principles interests: Plans, directs, and conducts the test and evaluation of nonnuclear munitions, electronic combat, and navigation/ guidance systems. Related ASC System Program Offices (SPOs) are also located here and supported by AFDTC/BC. To accomplish this mission, AFDTC manages the large land test ranges that are located on the 724 square mile Eglin complex as well as the 86,500 square miles of water ranges located in the adjacent Gulf of Mexico. Major tests on or above AFDTC's ranges cover aircraft systems, subsystems, missiles, guns, rockets, targets and drones, high-powered radars, and electronic countermeasures equipment. AFDTC's unique assets include the Guided Weapons Evaluation Facility (GWEF), the Preflight Integration of Munitions and Electronic Systems (PRIMES), and the McKinley Climatic Laboratory, a facility capable of testing military hardware as large as aircraft in environments ranging from minus 65 to plus 165 degrees Fahrenheit with 100 mph winds, icing clouds, rain, and snow. AFDTC also is responsible for the 46th Test Group at Holloman AFB NM, with its high speed test track, two radar target scatter measurement facilities, and the Central Inertial Guidance Test Facility (CIGTF).

The operational contracting division contracts for supplies, equipment, and work necessary for the operation and maintenance of Eglin AFB.

**Arnold Engineering Development Center (AEDC/BC)**

**100 Kindel Dr, Ste A332**

**Arnold AFB, TN 37389-1332**

**(615)454-7841**

Principle interests: Provides aerodynamics R&D of power plants related to operation and test of air breathing propulsion systems (turbojet, ramjet, and turboprop); simulation of conditions of atmospheric, ballistic, orbital, and space flight; problems associated with high temperature materials; unique mechanical, electrical, and thermodynamic problems related to the construction of wind tunnels; high altitude propulsion test cells; space simulation chambers; impact and ballistic ranges and research units. Procurements include pumps and compressors (axial); compressors (centrifugal), rotors, and diffusers; high pressure airducting; wind tunnel accessories; test instrumentation; electromagnetic generators; test facility construction and modernization; high speed cameras; high temperature materials, cores, and bricks; architectural engineering services; ADP equipment; laboratory equipment; shop machinery.

**Air Force Civil Engineering Center**

**Support Agency**

**Tyndall AFB, FL 32401**

**(904)882-2843**

Principal interests: Contracts for the Air Force Engineering Service Center (AFESC). AFESC conducts planning, engineering development, investigative/applications engineering, and

specialized civil engineering functions to enhance the technology and capabilities of AF civil engineering. The Center's capability complements the integral capabilities of major air commands, base level civil engineering organizations, and the civil engineering R&D community. The Center manages applied technology programs and introduces new technology into civil engineering operations through translation of state of the art research into usable systems, hardware, and techniques. Specific programs and areas of interest are mobility shelters; pre-engineered and relocatable facilities; modular facilities; snow and ice removal equipment and materials; corrosion abatement techniques and materials; fire/crash rescue equipment and materials; and other facilities, equipment materials, and techniques with potential application to the overall AF civil engineering area.

**AF Office of Scientific Research (AFOSR/PK)**  
**110 Duncan Ave, Ste B115**  
**Bolling AFB, DC 20332-8050**

**(202)767-4946**

Principle interests: Encourages and supports fundamental research designed to increase the understanding of the natural sciences and to stimulate the recognition of new scientific concepts. Particularly desired are original and unique scientific approaches likely to clarify or extend understanding of the sciences which are of interest to the principal technical directorates of AFOSR. The AFOSR scientific directorates and areas of interest are:

**Directorate Of Aerospace And Material Sciences (NA)**

**(202)767-4987**

Structural mechanics; mechanics of materials; particulate mechanics; external aerodynamics and hypersonics; turbulence and internal flows; airbreathing combustion; space power and propulsion; metallic structural materials; ceramics and nonmetallic structural materials; organic matrix composites.

**Directorate Of Physics And Electronics (NE)**

**(202)767-4985**

Electromagnetic devices; novel electronic components, optoelectronic information processing; devices and systems; quantum electronic solids; semiconductor materials; electromagnetic materials; photonic physics; optics; atomic and molecular physics; plasma physics; imaging physics.

**Directorate Of Chemistry And Life Sciences (NL)**

**(202)767-5021**

Chemical reactivity and synthesis; polymer chemistry; surface science; theoretical-chemistry molecular dynamics; chronobiology and neural adaptation; perception and cognition; sensory systems; bioenvironmental sciences.

**Directorate Of Mathematics And Geosciences (NM)**

**(202)767-5025**

Dynamics and controls; physical mathematics and applied analysis; computational mathematics; optimization and discrete mathematics; signal processing, probability, and statistics; software and systems; artificial intelligence; electromagnetic; meteorology; atmospheric sciences; space sciences.

## **Directorate Of Academic And International Affairs (NI)**

**(202)767-8073**

Sponsors researcher assistance programs that stimulate scientific and engineering education and increase the interaction between the broader research community and the Air Force laboratories.

The directorate is also responsible for managing the Small Business Innovative Research (SBIR) and the Small Business Technology Transfer (STTR) programs for AFOSR. Specific research topics are selected for each solicitation. Industrial concerns and nonprofit organization having research capabilities in major scientific fields, and those whose personnel include competent scientific investigators, may submit basic research proposals. General questions about the Department of Defense SBIR/STTR programs should be referred to the SBIR/STTR Help Desk at (800)382-4634. AFOSR specific questions should be referred to the SBIR/STTR program manager in AFOSR/NI, (202)767-6962.

### **New World Vistas**

AFOSR is specifically, but not exclusively, interested in sponsoring basic research that supports the science and technology areas identified in the Air Force Scientific Advisory board's New World Vistas report. The New World Vistas report identifies science and technology needed to support six future Air Force capability areas. The Air Force intends to invest in basic research that supports some or all of these subareas in the near future.

### **Global Awareness**

**(202)767-7899**

Network data fusion for global awareness; lightweight antenna structures; low-cost, lightweight membrane structures; in situ sensors; global awareness virtual testbed; low noise/high-uniformity broadband sensors.

### **Dynamic Planning And Execution Control**

**(202)767-7899**

Planning and scheduling; communications; knowledge bases; intelligent agents for Air Force battlefield and enterprise information assistants; information warfare; new models of computation; domain-specific component-based software development.

### **Global Mobility In War And Peace**

**(202)767-0467**

Precision air delivery; composite materials and structures; low-specific-fuel-consumption propulsion; aerodynamics and controls subsystems integration/power; advanced landing gear; microelectromechanical systems; active defense systems; battlefield awareness/weather predictions; human systems interface and training.

### **Projection Of Lethal And Sublethal Power**

**(202)767-0467**

Uninhabited aerial vehicles; hypersonics; lethal and sublethal directed-energy weapons; energy-coupling modeling and simulation.

## **Space Operations**

**(202)767-4984**

Microsatellites; distributed functionality; precision deployable large antennas/optics; high efficiency electrical laser sources; space object identification and orbit prediction; high-energy-density propellants; jam-proof, area-deniable propagation; nanosecond global clock accuracy; hypervelocity dynamics; low-cost, lightweight structures and materials; power generation and storage.

## **People**

**(202)767-4278**

Human-machine interface; team decision making; cognitive engineering.

## **ADVANCED RESEARCH PROJECTS AGENCY**

The Advanced Research Projects Agency (ARPA) is the central research and development organization for the Department of Defense (DoD). It manages and directs selected basic and applied research and development projects for DoD, and pursues research and technology where risk and payoff are both very high and where success may provide dramatic advances for traditional military roles and missions and dual-use applications.

ARPA's primary responsibility is to help maintain U.S. technological superiority and guard against unforeseen technological advances by potential adversaries. Consequently, the ARPA mission is to develop imaginative, innovative, and often high risk research ideas offering a significant technological impact that will go well beyond the normal evolutionary developmental approaches; and to pursue these ideas from the demonstration of technical feasibility through the development of prototype systems.

The challenge of the ARPA mission is met by a small group of technical program managers with flexibility for quick implementation of R&D initiatives. The current ARPA Technical Program has been organized around the following major thrusts, selected because of their importance to national defense and dual-use applications.

- Technology Reinvestment Project
- High Performance Computing
- Advanced Simulation
- Smart Weapons
- Microelectronics Production Technology
- Joint Biomedical Technology Program
- Acoustic Warfare and Submarine Stealth
- Software and Intelligent Systems
- Advanced Satellite Technology
- Special Materials

Entities seeking R&D support from ARPA should explore the Agency's interests in research

by reviewing sources such as the Commerce Business Daily (CBD), open literature, published testimony before Congressional committees, and the Department of Defense Small Business Innovation Research (SBIR) Program Solicitation. Inquiries regarding ARPA technologies may be addressed to:

**Director**

**Advanced Research Projects Agency**  
**3701 North Fairfax Drive**  
**ATTN: OASB**  
**Arlington, VA 22203-1714**

**(703) 696-2448**

**Defense Technical Information Center**  
**ATTN: DTIC, Suite 0944**  
**8725 John J. Kingman Road**  
**Fort Belvoir, VA 22060-6218**

**(703) 767-8226**  
**Toll-free:**  
**(outside DC area)**  
**1 (800) DOD SBIR**

DoD's central facility for the distribution of scientific and technical reports generated by defense-funded efforts in virtually all areas of R&D; operates computer-based data bank of management and technical information and is responsible for the development of information storage and retrieval systems. Data banks cover the past, present, and future defense R&D programs. The services offered are available to defense and other federal activities and to all their contractors, subcontractors, and grantees.



## GUIDE FOR PREPARING UNSOLICITED PROPOSALS

An unsolicited proposal is a written proposal independently originated and developed by the offeror and submitted to DoD for the purpose of obtaining a contract. To be considered for acceptance, an unsolicited proposal must be innovative and unique and in sufficient detail to allow a determination that DoD support would benefit the agency's mission responsibilities. An unsolicited proposal is not a response to an agency request or an advance proposal for an agency requirement that could be met by competitive methods.

There is no particular format to be followed in preparation of unsolicited proposals. Elaborate proposals are discouraged. The proposal should contain the following information to permit consideration in an objective and timely manner:

Basic Information. Offeror's name, address, and type of organization; e.g., profit, nonprofit, educational, small business, minority business, women-owned business.

Names and telephone numbers of technical and business personnel to be contacted for evaluation or negotiation purposes.

Names of other Federal, State, and local agencies, or other parties, if any, receiving the proposal or funding the proposed effort.

Date of submission and signature of a person authorized to represent and contractually obligate the offeror.

Technical Information. A concise, descriptive title and an abstract (200-300 words) stating the basic purpose, summary of work, and expected end result of the proposed effort.

A reasonably complete narrative in which the relevance of the proposed work to the DoD mission is discussed. State the problems to be addressed; the specific objectives of the research, and the expected consequences of successful completion of the research, including potential economic and other benefits.

Provide a full and complete description of the work to be performed, the method of approach, and the extent of effort to be employed. Indicate an estimated period of time in which to accomplish the objectives, and criteria by which success of the project can be evaluated.

Names and biographical information on the key personnel who would be involved in the project.

Any support needed from the agency; e.g., facilities, equipment, material.

Supporting Information. A breakdown of the proposed cost or price in sufficient detail for meaningful evaluation. Show the estimated cost of materials and how you established it. Show the estimated costs of labor by category (engineering, manufacturing, test, etc.) and

show the salary rates for each category. Show the indirect expense rates (manufacturing and engineering overheads, general and administrative expenses) to be applied. Explain the basis for the labor and indirect expense rates included in your cost breakdown (e.g., current experienced rates, projected from current experience, budgetary, etc.). Identify and explain the basis for any other cost elements included in your proposal.

A statement as to the proposed duration of the effort, the type of contract preferred, and the length of time for which the proposal is valid (a 6 month minimum is suggested).

A brief description of any previous or ongoing R&D work performed in the field or in related fields. Describe briefly the facilities and any special equipment available to perform the proposed effort.

Unsolicited proposals may include proprietary data which the offeror does not want disclosed to the public or used by the Government for any purpose other than proposal evaluation. DoD cannot assume responsibility for use of such data unless it is specifically and clearly marked with the following legend on the title page:

#### Use and Disclosure of Data

The data in this proposal shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate the proposal; provided that if a contract is awarded to the offeror as a result of or in connection with the submission of these data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the contract. This restriction does not limit the Government's right to use information contained in the data if it is obtainable from another source without restriction. The data subject to this restriction are contained in Sheets \_\_\_\_\_. Each restricted sheet should be marked with the following legend: "Use or disclosure of proposal data is subject to the restriction on the title page of this proposal."

## PART 4

### SPECIAL PURCHASING OFFICES

There are three categories of goods and services which are purchased by special purchasing offices. These are merchandise for defense commissary stores, resale merchandise for the military exchange services, and motion pictures and videotape production.

#### ***The Defense Commissary Agency (DeCA)***

***DeCA Is*** a chain of supermarkets (commissaries) providing quality goods at the lowest possible cost to authorized patrons. We have three regional offices in the United States and one in Europe. For more information see website <http://www.deca.mil/default.htm>

***DeCA Is Not*** associated with any other military resale or retail activity. Other entities operate and manage these activities known as club systems, ship stores, or exchanges. DeCA is also not associated with dining facilities (mess halls, dining halls, galleys, etc.). The dining facilities are operated by the individual Armed Services to provide prepared meals for their members.

#### ***What We Buy***

***Grocery Products--*** Our resale products are those traditionally sold in commercial supermarkets. Commodities and products sold in the commissaries are restricted to those authorized by the U.S. Congress. (See the "Resale" section for more information.)

***Operational Support--*** Equipment, supplies and services required to support the operation of individual commissaries (stores).

***Administrative Support -*** Supplies and services to support the overall operation of the Agency.

***DeCA has a preference for commercial type products.***

#### ***Resale Focus***

Resale includes both brand name and non-brand name products. Brand name products are those that have identifiable customer recognition, and are marketed, merchandised and commercially available and sold based on that brand. We carry these products because the commissary patron prefers the brand name. **Non-brand name products** are products for which there is no customer preference and include meat, eggs, etc. and in-store resale operations (deli/bakery). They **are procured competitively using commercial descriptions**. (See the "Resale" section for more information.)

### **Other Than Resale Focus**

Other than resale means operational and administrative support items as defined above. (See the "Operational and Administrative Support Items" section for more information.) These acquisitions account for less than 5 percent of DeCA's total contractual awards.

### ***Your Market Key for Brand Name Items***

The first step in selling us a brand name product is to make an item presentation to one of our buyers. The presentation is your opportunity to market your product and provide any unique information. Before selection, a brand name product must have a universal product code (UPC) and be sold in commercial supermarkets. For more information regarding product UPC, you can contact Uniform Code Council Inc. at (937) 435-3870 or see web site <http://www.uc-council.org>. Details of your offer must be summarized on DeCA Form 40-33, *Item Presentation Form*, which may be obtained from a local commissary or from one of the points of contact under the "Getting Started" section.

For brand name resale items, your product's performance determines whether it remains in our stock assortment. We continuously analyze product sales information and if sales trends indicate your product is moving, then replenishment quantities are ordered; if not, your product will be removed from our shelves. Specific time frames for measuring product performance will be explained during your presentation.

Products for national distribution are normally presented at our corporate headquarters at Fort Lee, VA. Products with regional or local distribution may be presented at one of our region offices or an individual commissary. Our small business specialists, category managers, or region buyers can help you decide which location is best for your presentation.

### **Points of Contact/DeCA Headquarters /Ft Lee**

<b><u>LOCATION</u></b>	<b><u>TOPIC</u></b>	<b><u>NAME</u></b>	<b><u>TELEPHONE</u></b>
Acquisition Management (AM)	General Information	Small Business Internet E-Mail (smallbus@hqlee.deca.mil)	(804) 734-8740
Contract Management Business Unit (CBU)	Operational Items	Small Business Specialist	(804) 734-8255
Information Management (IM)	Electronic Data Interchange (EDI)	Jeffrey Perry, EDI Coordinator Internet E-mail (perryjc@hqlee.deca.mil)	(804) 734-8482
Marketing Business Unit (MBU)	Resale Items	Perishable Market	(804) 734-9979
		Semi-Perishable Market	(804) 734-9980
		Local/Regional Buying	(804) 734-9947

**DeCA Region Locations and Points of Contact**

<b><u>REGION</u></b>	<b><u>LOCATION</u></b>	<b><u>AREA COVERED</u></b>
<b>Eastern Region</b>	5151 Bonney Road, Suite 201 Virginia Beach, VA 23462-4314	
-Northern Area Office	2257 Huber Rd Fort Meade, Md 20755-5220 (301) 677-9893 - Small Bus Spec* (301) 677-9265 - Resale	Maine, New Hampshire, Vermont, Rhode Island Massachusetts, Connecticut, New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, West Virginia, Kentucky, Missouri, Ohio, Washington DC,
-Southern Area Office	60 West Maxwell Blvd. Maxwell AFB, AL 36112-6307 (334) 953-3136 - Small Bus Spec* (334) 953-7795 - Resale	Illinois, Indiana, Wisconsin, Minnesota, Michigan, Iowa, Arkansas, Tennessee, North Carolina, Louisiana, Mississippi, Alabama, Georgia, South Carolina, Florida, Caribbean and Central America
<b>Midwest Region</b>	300 AFCOMS Way Kelly AFB, TX 78241-6132 (210) 925-5924 - Small Bus Spec* (210) 925-6459 - Resale	North Dakota, South Dakota, Wyoming, Kansas, Oklahoma, New Mexico, Texas, Colorado Nebraska
<b>Western/Pacific Region</b>	3401 Beech Street McClellan AFB, CA 95652-1164 (916) 643-0222 - Small Bus Spec* (916) 569-4827 - Resale	Washington, Oregon, Idaho, Montana, California, Utah, Arizona, Alaska, Hawaii, Far East, Nevada
<b>European Region</b>	Gebaude 2780, Zimmer 109, Kapun AS, 67661 Vogelweh/Kaiserslautern GE 011-49-0631-3523-105 Resale	Germany, United Kingdom, Italy, Greece, Turkey, The Netherlands, Belgium Spain, Azores, Saudi Arabia, Egypt

\*Small Business Specialist

**Defense Commissary Agency  
Acquisition Management  
1300 E Avenue, Building 11200  
Fort Lee, Virginia 23801-1800  
(804) 734-8740**

## **MILITARY EXCHANGE SERVICES**

The categories of merchandise and price limitations on goods sold by military exchange services in the continental United States are established by regulations approved by Congress. These limitations do not apply to overseas exchanges.

The buying offices and procedures for dealing with the exchanges are set forth below.

### **ARMY AND AIR FORCE EXCHANGE SERVICE**

To sell to the Army and Air Force Exchange Service a firm must offer its product to the appropriate buyer at the Headquarters or the exchange region office. No merchandise is purchased by individual exchanges. The Headquarters buyers purchase all resale merchandise that is commonly stocked in post and base exchanges in the CONUS, and all resale merchandise of United States origin for overseas exchanges. Merchandise peculiar to single exchange regions is purchased by these four exchange regional offices, each of which has approximately 36 exchanges located in its geographical area.

#### **Central Region**

Army and Air Force Exchange  
Service  
P. O. Box 650454  
Dallas, TX 75265-0455  
(972) 277-7203

#### **Eastern Region**

Army and Air Force Service  
P. O. Box 650455  
Dallas, TX 75265-0454  
(972) 277-7103

#### **Southern Region**

Army and Air Force Exchange  
Exchange Service  
P. O. Box 65044  
Dallas, TX 75265-0447  
(972) 277-7300

#### **Western Region**

Army and Air Force  
Service  
P. O. Box 650429  
Dallas, TX 75265-0429  
(972) 277-7403

### **The Navy Exchange Program**

The Navy Exchange Program is a Navy retailing operation that provides quality products and a variety of services to the men and women of the Armed Forces, with special emphasis on serving members of the U.S. Navy and their families. Navy Exchanges are located at U.S. Navy bases in the United States and in 19 countries around the world.

Navy Exchanges are self-supporting and do not receive tax dollars for their operation. Net profits generated by Navy Exchange sales are returned to Navy bases to help support local and Navy-wide recreation and morale programs. These include such on-base activities as physical fitness centers; swimming pools; child care centers; libraries; intramural sports programs; special entertainment events and other activities. Please note that additional information on the Navy and Marine Exchange program can be found by accessing the World Wide Web at: <http://www.adm.rda.hq.navy.mil/>.

## **Navy Exchanges**

Navy Exchanges consist of retail and services departments and are operated in a similar manner to commercial retail enterprises, within limitations established by Congress and the Department of Defense. Exchanges provide basic staple merchandise and a selection of other items to meet the needs of authorized customers. There are 133 Navy Exchanges worldwide.

Services available to authorized Navy exchange customers include: automotive service centers; fast food outlets; snack bars; cafeterias, food carts, mobile canteens; laundry and dry cleaning; vending machines; optical shops; photo finishing, specialty stores; barber and beauty salons; flower shops; video and car rental; and other personalized services.

## **Contacting NEXCOM Buyers**

The NEXCOM Command maintains an open door policy in meeting with all potential suppliers. Open Vendor Day is held the first Wednesday of each month for those vendors who are not currently doing business with the Navy Exchange System. Sales personnel are invited to call the appropriate buyer to schedule an appointment. Appointments are taken on a first-come, first-serve basis between 9:00 am - 3:00 p.m.

Inquiries and correspondence should be directed to a retail or services buyer at the address below:

Navy Exchange Service Command  
3280 Virginia Beach Boulevard  
Virginia Beach, VA 23452-5724  
Phone: 757-631-6200

The Small Business Office provides information about how to go about doing business with the Navy Exchange System. The small business specialist can be contacted at 804-631-3582.

The locations of NEXCOMs and the Navy Exchanges that each supports is shown in the following list: (Numbers in parenthesis show the number of Navy exchanges in that particular area):

### **NEXCEN Norfolk**

#### **Eastern/Tidewater Area**

Navy Exchange Service Command  
3280 Virginia Beach Command  
Virginia Beach, VA 23452-5724  
Phone: 757-440-4500  
Fax: 757-440-4526

### **NEXCEN Norfolk Exchanges**

Lakehurst, NJ	Colts Neck, NJ
Brunswick, ME	Cutler, ME
Newport, RI	Winter Harbor, ME
Norfolk, VA (3)	Portsmouth, VA (2)
Oceana, VA	Chesapeake, VA
Yorktown, VA	Dahlgren, VA
Dam Neck, VA	Little Creek, VA
Patuxent River, MD	Annapolis, MD

Indian Head, MD  
Washington, DC  
Philadelphia, PA (2)  
Arlington, VA  
South Weymouth, MA  
Mitchel Field, NY  
Portsmouth, NH  
Keflavik, Iceland  
Cheltenham, MD

Bethesda, MD  
Sugar Grove, WV  
Willow Grove, PA  
Bermuda  
Mechanicsburg, PA  
Warminster, PA  
Scotia, NY  
New London, CT

**NEXCEN Jacksonville**  
**Southern/Florida Area**

Navy Exchange Service Center  
Box 13  
Naval Air Station  
Jacksonville, FL 32212  
Phone: 904-777-7075  
Fax: 904-777-7008

**NEXCEN San Diego**  
**California/Pacific Northwest**

Navy Exchange Service Center  
Naval Station, Box 368150  
San Diego, CA 92136-5150  
Phone: 619-237-5601  
Fax: 619-237-5609

**NEXCEN Pearl Harbor**  
**Hawaii Area**

Navy Exchange Service Center  
Box 133  
Pearl Harbor, HI 96860  
Phone: 808-423-3201  
Fax: 808-422-7897

**Independent Exchanges - Domestic**  
**Great Lakes, Illinois**

Navy Exchange  
2701 Sheridan Rd., Building 111  
Naval Training Center  
Great Lakes, IL 60085-5129  
Phone: 847-578-6103  
Fax: 847-578-6301

**NEXCEN Jacksonville Exchanges**

Jacksonville, FL	Key West, FL
Mayport, FL	Cecil Field, FL
Orlando, FL	Athens, GA
Kings Bay, GA	Beaufort, SC
Charleston, SC (2)	Antigua
Roosevelt Roads, PR	Guantanamo Bay,
Sabana Seca, PR	Cuba

**NEXCEN San Diego Exchanges**

Concord, CA	Coronado, CA
San Diego, CA (4)	Stockton, CA
San Nicholas, CA	Treasure Island, CA
Port Hueneme, CA	Hamilton-Novato, CA
China Lake, CA	Alameda, CA (2)
El Centro, CA	Mare Island, CA
Imperial Beach, CA	Oakland, CA (2)
Long Beach, CA	Ferndale, CA
Miramar, CA	Lemoore, CA
North Island, CA (2)	Moffett Field, CA
Point Mugu, CA	Monterey, CA
Fallon, NV	Bangor, WA
Bremerton, WA	Everett, WA
Smokey Point, WA	Whidbey Island, WA

**NEXCEN Pearl Harbor Exchanges**

Barbers Point, HI	Pearl Harbor, HI
Kauai, HI	Wahiawa, HI
Laulualei, HI	Christchurch,
New Zealand	

**Great Lakes Exchanges**

Glenview, IL	Crane, IN
Great Lakes, IL (2)	



**Pensacola, Florida**

Navy Exchange  
Naval Air Station  
250 Chamber Ave.  
Pensacola, FL 60085-5129  
Phone: 904-578-6100

**Pensacola Exchanges**

Pensacola, FL (2)  
Panama City, FL  
Whiting Field, FL  
Pascagoula, MS  
Meridian, MS  
Gulfport, MS  
New Orleans, LA

**Dallas, Texas**

Navy Exchange  
Naval Air Station  
Dallas, TX 75211-9501  
Phone: 214-266-6411  
Fax: 214-266-6414

**Memphis, Tennessee**

Navy Exchange  
Naval Air Station, Memphis  
7800 3<sup>rd</sup> Avenue  
Millington, TN 38054-6024  
Phone: 901-872-7716  
Fax: 901-872-7718

**Corpus Christi, Texas**

Navy Exchange  
Naval Air Station  
651 Lexington Blvd.  
Corpus Christi, TX 78419  
Phone: 512-939-2033  
Fax: 512-939-8529

**Corpus Christi Exchanges**

Corpus Christi, TX  
Kingsville, TX  
Ingleside, TX

**Independent Exchanges - Overseas****Guam**

U.S. Navy Exchange Guam  
PSC 455, Box 178  
FPO AP 96540-1000  
Phone: 011-671-339-3251  
Fax: 011-671-564-3215

**Guam Exchanges**

Agana, Guam (3)  
Singapore

**Military Sealift Command (MSC) Exchanges****MSC Atlantic Area**

Commander, Military Sealift Command  
Military Ocean Terminal  
Building 42, Room 4.131 (code N43)  
Bayonne, NJ 07002-5399  
Phone: 201-823-7615 or 7479  
Fax: 201-823-6573 (ATTN: Code N43)

**MSC Pacific Area**

Commander, Military Sealift Command  
Naval Supply Center  
Building 310-1E (Code N43)  
Oakland, CA 94625-5010  
Phone: 510-302-6212 or 6214  
Fax: 510-302-6940 (ATTN: Code N43)

**Navy Uniform Program**

As program manager for Navy Uniforms, the Navy Uniform Program is the only authorized source of certified Navy Uniforms. The Navy Uniform Program encompasses the management of government issue uniform items.

Information regarding Navy Uniform procurement procedures, inquiries and correspondence should be directed to Ms. Becky Adkins, Director of Navy Uniforms, at the address and numbers listed below:

Navy Uniforms  
1545 Crossways Boulevard  
Suite 100  
Chesapeake, VA 23320  
POC: Director, Ms. Becky Adkins  
Phone: 757-420-9116  
Fax: 757-420-4094

### **Ships Store Program**

To meet the needs of the afloat sailor, ships stores carry basic toiletries and sundries, high demand items such as soft drinks and candy bars, and "nice to have" items which include consumer electronics merchandise. The limited cube and space on board each ship restricts selection to those items that are the most popular. However, sailors have the ability to special order almost any item a Navy Exchange carries. The Ship's Supply Officer or an appointed Ships Store Officer supervises and initiates the purchasing for the ships store based on the crew's needs and inventory limitations using the Ships Store Afloat Catalogs (SSAC), Contract Bulletins or by initiating a special purchase order. Inquiries and correspondence should be directed to Mr. Charles Vaughn, Director of Ship Stores Program, at the address and numbers listed below:

Ship Stores Program  
3280 Virginia Beach Boulevard  
Virginia Beach, VA 23452  
POC: Director, Mr. Charles Vaughn (Code A)  
Phone: 757-445-6899  
Fax: 757-445-6920

### **The Marine Corps Exchange Program**

Marine Corps Morale, Welfare and Recreation (MWR) is a diverse collection of activities, services, and programs which support the quality of life of the Marine Corps community, active duty, reserves and retired.

### **Marine Corps Market Points of Contact**

**MCLB Barstow, CA**  
MWR Director  
Marine Corps Logistics Base  
Building 44  
Barstow, CA 92311-5018  
Phone: 619-577-6733

**HQMC, HQBN Arlington, Virginia**  
MWR Director  
Headquarters Battalion  
Henderson Hall  
Arlington, VA 22214-5003  
Phone: 703-979-0972 Ext. 324

**MCAGCC Twentynine Palms, CA**

MWR Director  
Marine Corps Air Ground Combat Center  
Box 788150  
Twentynine Palms, CA 92278-8150  
Phone: 619-830-6870

**MCAS El Toro/Tustin, CA**

MWR Director  
Marine Corps Air Bases West  
Building 75  
Marine Corps Air Station El Toro  
Santa Ana, CA 92709-5018  
Phone: 714-726-2571

**MCB Camp Pendleton, CA**

MWR Director  
Marine Corps Base  
P. O. Box 555020  
Camp Pendleton, CA 92055-5020  
Phone: 619-725-5551

**MCRD San Diego, CA**

MWR Director  
Marine Corps Recruit Depot/WRR  
Building 10  
San Diego, CA 92140-5196  
Phone: 619-524-4433

**MCAS Yuma, AZ**

MWR Director  
Marine Corps Air Station  
Building 633  
Yuma, AZ 85369-5000  
Phone: 520-341-3531

**MCAS Beaufort, South Carolina**

MWR Director  
Marine Corps Air Station  
Building 408  
Beaufort, SC 29904-5003  
Phone: 803-522-7572

**MCCDC Quantico, Virginia**

MWR Director  
Marine Corps Base  
Building 2034  
Quantico, VA 22134-5000  
Phone: 703-784-3007

**MCSFBN, Norfolk, Virginia**

MWR Director  
MCSFBN  
1320 Piercy Street  
Norfolk, VA 23511  
Phone: 757-423-1187

**MCAS Cherry Point, NC**

MWR Director  
PSC Box 8009  
Marine Corps Air Station  
Building 400  
Cherry Point, NC 28533-809  
Phone: 919-466-2430

**MCB Camp Lejeune, North Carolina**

MWR Director  
Marine Corps Base  
Building 1  
Camp Lejeune, NC 28542-5001  
Phone: 910-451-2524

**MCAS New River, North Carolina**

MWR Director  
Marine Corps Air Station, New River  
Building 208  
Jacksonville, NC 8545-5001

**MCAS Iwakuni, Japan**

MWR Director  
Marine Corps Air Station, Iwakuni  
PSC 561, Box 1867  
FPO AP 96310-1867  
Fax: 011-81-827-21-4181

**MCRD Parris Island, South Carolina**

MWR Director  
Marine Corps Recruit Depot/ERR  
Building 202  
P. O. Box 5100  
Parris Island, SC 29905-5003  
Phone: 803-525-3301

**MCLB Albany, Georgia**

MWR Director  
Marine Corps Logistics Base  
814 Radford Boulevard  
Building 7520  
Albany, GA 31704-1128  
Phone: 912-439-5267

**MCB Hawaii**

MWR Director  
Marine Corps Base Hawaii  
Building 1404  
Kaneohe Bay, HI 96863-5018  
Phone: 808-254-7500

**MCB Camp Butler, Okinawa, Japan**

MWR Director  
Marine Corps Base Camp Butler  
Unit 35023  
FPO AP 96373-5023  
Fax: 011-81-98-893-8329

**MCAS Kansas City, Missouri**

MWR Director  
Richards-Gebaur  
Marine Corps Support Activity  
1500 East Bannister Road  
Kansas City, MO 64197-0501  
Phone: 816-843-3800

**MCAS Guantanamo Bay, Cuba**

MWR Director  
Marine Barracks  
U. S. Naval Base, Guantanamo Bay, Cuba  
Box 32  
FPO AE 09596-0120  
Fax: 011-53-99-3237

## **COMPUTER SYSTEMS**

### **Activities Involved in Procurement of ADPE, Software, Maintenance and Services**

**Department of the Army  
CECOM Acquisition Center  
and Acquisition Agency  
Washington Operation Office  
2461 Eisenhower Ave.  
Alexandria, VA 22331-0700  
Tel: (703) 325-5793**

**Department of the Army  
Defense Supply Service-Washington  
5200 Army Pentagon  
Washington, DC 20310-5210  
Tel: (703) 697-6024**

**CECOM - Acquisition Center  
ATTN: AMSEL-IE-SB  
Fort Huachuca, AZ 85613-5000  
Tel: (520) 538-7870**

**Department of Air Force  
Electronic System Division  
275 Randolph Road  
Hanscom AFB, MA 01731-5000  
Tel: (617) 377-4973**

**SSC/PK  
375 Libby Street  
Maxwell AFB  
Gunter Annex, AL 36114-3207  
Tel: (334) 416-5614**

**Defense Logistics Agency  
Administrative Support Center  
Office of Contracting  
ATTN: Deputy for Small Business  
8725 John J. Kingman Road  
Suite 0119, Room 1134  
Fort Belvoir, VA 22206-6220  
Tel: (703) 767-1161**

**Department of the Navy  
Navy Information System  
Management Center  
Code OOX1, Bldg. 176-4  
Washington Navy Yard  
Washington, DC 20374-5070  
Tel: (202) 433-4337**

**Naval Fleet and Industrial Supply Center  
Long Beach Detachment  
Code, PA, Bldg. 53, 2nd Floor  
Long Beach, CA 90822-5074  
Tel: (310) 901-3794**

**Naval Fleet and Industrial Supply Center  
Washington Navy Yard, Building 200  
901 M Street S. E., Code OOA  
Washington, DC 20374-2000  
Tel: (202) 433-2957**

**Naval Fleet and Industrial Supply Center  
Code 09B  
Philadelphia Detachment  
Philadelphia, PA 19112-5083  
Tel: (215) 697-9555**

**Defense Information System Agency  
701 South Courthouse Road  
Arlington, VA 22204-2199  
Tel: (703) 607-6920**

## **MOTION PICTURE AND VIDEOTAPE PRODUCTIONS**

Motion picture and videotape productions are purchased only from qualified producers. To obtain an application form for acceptance on the Qualified Film Producers List or the Qualified Videotape Producers List, contact the Joint Visual Information Activity Office, 601 North Fairfax Street, Room 334, Alexandria, Virginia 22314-2007, telephone (703) 428-0636. They serve as an executive agent for all Federal agencies, including the Department of Defense. To become qualified, producers submit sample films or videotapes to a review board. Ultimately, contracts are placed by authorized procurement offices of the Army, Navy and Air Force. In order for a producer to receive a contract from an authorized procurement office, the producer must first be approved for the appropriate qualified list.

Note that audiovisual services such as processing or graphics, and audiovisual equipment are purchased by the requiring post, camp, station, or installation.

Authorized Military Service procurement offices are:

### **Army**

Joint Visual Information Activity Washington - Contracting  
601 N. Fairfax Street, Room 334  
Alexandria, VA 22314-2007  
(703) 428-1122

Joint Visual Information Activity - Production  
601 N. Fairfax Street, Room 334  
Alexandria, VA 22314-2007  
(703) 248-1118

### **Navy and Marine Corps**

Navy Imaging Command  
Anacostia Naval Station  
Production Contracting Department  
Building 168  
Washington, DC 20374-1681  
(202) 433-5775

## **PART 5**

### **BUYING PROPERTY FROM THE U.S. GOVERNMENT**

The Federal Government sells large quantities of many kinds of real and personal property including critical and strategic materials which become surplus to its needs.

Surplus personal property normally is sold on a competitive bid basis to the highest acceptable bidder. Most sales are made by sealed bids solicited by the selling office. Some sales are effected by auction or by spot bid sales. Military surplus personal property is marketed by the Defense Reutilization and Marketing Service. Civilian surplus personal property is sold by GSA personal property sales offices, each of which maintain its own bidders lists.

Surplus real property generally is advertised for sale by GSA on a competitive bid basis. Land and improvements held by the Departments of Defense, Agriculture, and Interior that have a value of less than \$1,000 are offered for sale by these Departments. Otherwise the sales are made through the GSA Real Property Sales Offices which widely publicizes scheduled sales.

#### **DEFENSE REUTILIZATION AND MARKETING SERVICE**

The Defense Reutilization and Marketing Service (DRMS) of the Defense Logistics Agency is responsible for managing the Department of Defense (DoD) Government Sales Program. Excess personal property from U.S. military units is turned over to more than 190 Defense Reutilization and Marketing Offices (DRMOs) located on major military installations around the world. The property is first looked at for reutilization or reuse within DoD. When property cannot be reused, it is offered for transfer or donation to other Federal agencies and qualified state and local agencies. The remaining property is declared surplus and offered for sale to the public.

Property varies in type and value and includes tents, typewriters, computers, vehicles, aircraft components and accessories, engine accessories, office furniture and equipment, clothing, household paints and thinners, recyclable materials such as iron, aluminum, copper, paper, and much more. DRMS does not sell real estate.

DoD Government Surplus Sales are held at DRMOs which are designed similar to a local retail store where property is offered at a fixed price. All property is sold "As Is, Where Is." The method of payment is "cash and carry." The buyers pay for merchandise and remove the property at the time of sale.

National International Sales are conducted by the DRMS International Sales Office in Memphis, TN, and includes: international auctions; sealed bids, which allow bidders to enter their written bids during a specified time; and negotiated sales in certain circumstances. International sales include such items as aircraft, ships, hazardous property having wide commercial applications.

## **FOR MORE INFORMATION:**

To request the free booklet "How to Buy Surplus Personal Property from DoD", which lists the DRMS regional offices worldwide and includes almost 20 categories of goods, call 1(888)352-9333, or see the DRMS Home Page, at <http://www.drms.dla.mil>.

If you are interested in local sales, call 1(800)-GOVT BUY to obtain the phone number of your nearest DRMO.

If you are interested in National/international sales, call 1(888)352-9333 or write the International Sales Office, 2163 Airways Blvd., Memphis, TN 38114-5211.

**GSA REGIONAL PERSONAL PROPERTY SALES OFFICES** ( More information can be obtained through the World Wide Web on <http://www.gsa.gov:80/regions.htm>.

### **WASHINGTON, DC, METROPOLITAN AREA**

Chief, Personal Property Program  
470 L' Enfant Plaza, Suite 8214  
Washington, DC 20407  
(703) 557-7796

### **SAN FRANCISCO, CALIFORNIA**

American Samoa, Arizona, California, Guam, Hawaii, and Nevada

Property Management Branch  
450 Golden Gate Ave., West Side  
P.O. Box 36018  
San Francisco, CA 94102-3400  
(415) 522-2891 or 1(800) 676-7253

### **DENVER, COLORADO**

Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming

Property Management Branch  
Denver Federal Center, Bldg. 41  
P.O. Box 25506  
Denver, CO 80225-0506  
(202) 236-7705

### **ATLANTA, GEORGIA**

Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee,

Property Management Branch  
401 West Peachtree Street  
Atlanta, GA 30365-2550  
(404) 331-5177, ext. 100



**CHICAGO, ILLINOIS**

Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin

Property Management Branch  
230 South Dearborn Street  
Chicago, IL 60604  
(312) 353-0246

**BOSTON, MASSACHUSETTS**

Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

Property Management Branch  
10 Causeway Street  
3<sup>rd</sup> Floor, Room 347  
Boston, MA 0222-1076  
(617)565-7326

**KANSAS, CITY, MISSOURI**

Iowa, Kansas, Missouri, Nebraska

Property Management Branch  
1500 East Bannister Road  
Room 1102  
Kansas City, MO 64131

**NEW YORK, NEW YORK**

New Jersey, New York, Puerto Rico, Virgin Islands

Property Management Branch  
Room 20-112, Box 10  
26 Federal Plaza  
New York, NY 10278  
(212) 264-4823 or 1(800) 488-7253

**PHILADELPHIA, PENNSYLVANIA**

Delaware, Maryland and Virginia, Pennsylvania, West Virginia

Property Management Branch  
Wanamaker Building  
100 Penn Square East  
Philadelphia, PA 19107-3396

**FORT WORTH, TEXAS**

Arkansas, Louisiana, New Mexico, Oklahoma, and Texas

Property Management Branch  
819 Taylor Street  
Fort Worth, TX 76102-6105  
(817) 978-2352 or 1(800) 495-1276

**DEFENSE NATIONAL STOCKPILE CENTER**

The Defense National Stockpile Center (DNSC) of the Defense Logistics Agency is responsible for managing the nation's reserves of strategic and critical materials for times of national emergency. Procures and sells aluminum, beryllium, cobalt, germanium, lead, manganese, mercury, mica, and rubber. To obtain further information on doing business with the Defense National Stockpile Center, call (703) 767-6500 or visit the DNSC Home Page at <http://www.dnsc.dla.mil>

## **PART 6**

### **OFFICES PROVIDING ASSISTANCE TO SMALL BUSINESSES FOR DEFENSE PROCUREMENT**

#### **DEFENSE CONTRACT MANAGEMENT COMMANDS (DCMCs)**

The contract management commands can help you find subcontracting opportunities and assist you in identifying DoD contracting offices likely to buy your products or services. The DCMCs are not buying offices and therefore SF 129s should not be sent to these activities.

#### **EAST**

##### **DCMD East**

495 Summer Street  
Boston, MA 02210-2184  
(617) 753-4317 or 4318  
Toll Free: (800) 321-1861

##### **DCMC Baltimore**

200 Towsontown Blvd., West  
Towson, MD 21204-5299  
(410) 339-4809

##### **DCMC Boston**

495 Summer Street  
Boston, MA 02210-2184  
(617) 753-3467/4110

##### **DCMC Cleveland**

555 E. 88th Street  
Cleveland, OH 44199-2064  
(330) 522-5446/6582

##### **DCMC Detroit**

Building 231  
Warren, MI 48397-5000  
(810) 574-4474

##### **DCMC Hartford**

130 Darlin Street  
E. Hartford, CT 06108-3234  
(860) 291-7705/7715

##### **DCMC Atlanta**

805 Walker Street  
Marietta, GA 30060-2789  
(770) 590-6197/6418  
Toll Free: (800) 932-3561

##### **DCMC Birmingham**

Burger Phillips Centre  
1910 3rd Ave., North, Rm. 201  
Birmingham, AL 35203-3502  
(205) 716-7403

##### **DCMC Clearwater**

Gadsden Building  
9549 Koger Blvd., Suite 200  
St. Petersburg, FL 33702-2455  
(813) 579-3093

##### **DCMC Dayton**

Building 30  
1725 Van Patton Drive  
Wright-Patterson AFB, OH 45433  
(513) 656-3104

##### **DCMC Grand Rapids**

Riverview Center Building  
678 Front Street, NW  
Grand Rapids, MI 49504-5352  
(616) 456-2620

##### **DCMC Indianapolis**

8899 E. 56th Street  
Indianapolis, IN 46249-5701  
(317) 510-2015/2088

**DCMC Long Island**

605 Stewart Avenue  
Garden City, Long Island, NY 11530-4761  
(516) 228-5722

**DCMC Orlando**

3555 Maguire Boulevard  
Orlando, FL 32803-3726  
(407) 228-5113/5260

**DCMC Pittsburgh**

1612 William Moorhead Federal Bldg.  
1000 Liberty Avenue  
Pittsburgh, PA 15222-4190  
(412) 395-5926

**DCMC Springfield**

Building 1, ARDEC  
Picatinny, NJ 07806-5000  
(201) 724-8204

**DCMC Syracuse**

615 Erie Boulevard, West  
Syracuse, NY 13204-2408  
(315) 448-7897/7809

**DCMC New York**

Ft. Wadsworth  
207 New York Avenue  
Staten Island, NY 10305-5013  
(718) 390-1016/1017

**DCMC Philadelphia**

2800 South 20th Street  
P. O. Box 7699  
Philadelphia, PA 19145  
(215) 737-5818/3560

**DCMC Reading**

201 Penn St., Suite 201  
Reading, PA 19601-4054  
(610) 320-5012

**DCMC Stratford**

550 Main Street  
Stratford, CT 06497-7574  
(203) 385-4416

**WEST****DCMD West**

222 N. Sepulveda Boulevard  
El Segundo, CA 90245-4320  
(310) 335-3260/3262/3265/3285  
Toll Free: (800) 624-7372  
CA Only: (800) 233-6521

**DCMC Chicago**

O'Hare International Airport  
PO Box 66911  
(773) 825-6021/6866  
Toll Free: (800) 637-3848

**DCMC Phoenix**

Two Renaissance Square  
40 N. Central Ave., Suite 400  
Phoenix, AZ 85004  
(602) 594-7809, x231

**DCMC Dallas**

1200 Main Street  
Dallas, TX 75202-4399  
(214) 670-9205  
Toll Free: (800) 255-8574, x1205

**DCMC Denver**

Orchard Place 2, Suite 200  
5975 Greenwood Plaza Blvd.  
Englewood, CO 80110-4715  
(303) 843-4300  
Toll Free: (800) 772-8975

**DCMC San Antonio**

615 E. Houston Street  
P. O. Box 1040  
San Antonio, TX 78294-1040  
(210) 472-4650

**DCMC San Diego**

7675 Dagget St., Suite 100  
San Diego, CA 92111-2241  
(619) 637-4922

**DCMC Santa Ana**

34 Civic Center Plaza  
P. O. Box C-12700  
Santa Ana, CA 92712-2700  
(714) 836-2700

**DCMC St. Louis**

1222 Spruce Street  
St. Louis, MO 63103-2811  
(314) 331-5476  
Toll Free: (800) 325-3419

**DCMC Van Nuys**

6230 Van Nuys Boulevard  
Van Nuys, CA 91401-2713  
(818) 756-4444, x201

**DCMC San Francisco**

1265 Borregas Avenue  
Sunnyvale, CA 94089  
(408) 541-7042

**DCMC Seattle**

3009 112th Avenue, N.E.  
Suite 200  
Bellevue, WA 98004-8019  
(425) 889-7317/7318

**DCMC Twin Cities**

3001 Metro Dr., Suite 200  
Bloomington, MN 55425-1573  
(612) 814-4103

**DCMC Wichita**

217 West Third Street, North  
Suite 6000  
Wichita, KS 67202-1212  
(316) 299-7218

**DEFENSE CONTRACT MANAGEMENT DISTRICT INTERNATIONAL****DCMC Puerto Rico**

209 Chapel Drive  
Navy Security Group Activity  
Sabana Seca, PR 00952  
(787) 795-3202

**Defense Distribution Region West**

ATTN: ASCW-PSS  
Building S-4, Sharpe Site  
Lathrop, CA 95331-5108  
(209) 982-2435

**Defense Distribution Region East**

ATTN: ASCE-PA  
New Cumberland, PA 17070  
(717) 770-7107

## **SMALL BUSINESS ADMINISTRATION - PROCUREMENT ASSISTANCE OFFICES**

These Procurement Assistance Offices of the SBA work closely with the principal buying agencies of the Federal Government. They can help you find the offices which are most likely to buy your products or services. They investigate the merits of appeals from unfavorable determinations of responsibility by contracting officers , and issue certificates of competency where warranted.

### **Area I**

Small Business Administration  
10 Causeway Street, Room 265  
Boston, MA 02222-0193  
(617) 565-5622

Connecticut, Maine,  
Massachusetts, New  
Hampshire, RI,  
Vermont

Small Business Administration  
26 Federal Plaza, Room 3108  
New York, NY 10278  
(212) 264-1452

New Jersey, New York,  
Puerto Rico, Virgin  
Islands

### **Area II**

Small Business Administration  
Allendale Square - Suite 201  
475 Allendale Road  
King of Prussia, PA 19406  
(610) 962-3706

District of Columbia,  
Delaware, Maryland,  
Pennsylvania, Virginia,  
West Virginia

### **Area III**

Small Business Administration  
1720 Peachtree Street, N.W., Suite 496  
Atlanta, GA 30309-2482  
(404) 347-4483

Alabama, Florida  
Georgia, Kentucky,  
Mississippi,  
North Carolina,  
South Carolina,  
Tennessee

## **Area VI**

Small Business Administration  
Office of Government Contracting  
500 West Madison St., Suite 1250  
Chicago, IL 60661-2511  
(312) 353-7381

Illinois, Indiana,  
Michigan, Minnesota,  
Ohio, Wisconsin

Small Business Administration  
Office of Government Contracting  
323 West 8<sup>th</sup> Street, Suite 501  
Kansas City, MO 64105  
(816) 374-6815

Iowa, Kansas, Missouri,  
Nebraska

## **Area V**

Small Business Administration  
4300 Amon Carter Boulevard, Suite 116  
Ft. Worth, TX 76155  
(817) 334-5902

Arkansas, Louisiana,  
New Mexico, Oklahoma,  
Texas

Small Business Administration  
Office of Government Contracting  
721 19<sup>th</sup> Street, Suite 447  
Denver, CO 80202-2599  
(303) 844-0510

Colorado, Montana,  
North Dakota,  
South Dakota,  
Utah, Wyoming

## **Area VI**

Small Business Administration  
455 Market Street, Suite 2200  
San Francisco, CA 94105  
(415) 744-8429

Arizona, California,  
Guam, Hawaii, Nevada

Small Business Administration  
1200 Sixth Avenue, Suite 1805  
Seattle, WA 98101-1128  
(206) 553-6850

Alaska, Idaho, Oregon,  
Washington

## **GENERAL SERVICES ADMINISTRATION BUSINESS SERVICE CENTERS**

These Centers of the GSA are the "front doors" to contracting with GSA. Each center is staffed with Business Specialists who can provide you with information or assistance.

General Services Administration  
7th & D Streets, SW  
Washington, DC 20407  
(202) 708-5804

National Capital Region  
District of Columbia,  
nearby Maryland and  
Virginia

### **Region I**

General Services Administration  
O'Neill Federal Office Building  
10 Causeway Street  
Boston, MA 02222  
(617) 565-8100

Connecticut, Maine,  
Massachusetts, New  
Hampshire, Rhode Island  
Vermont

### **Region II**

General Services Administration  
Jacob K. Javits Building  
Business Service Center  
26 Federal Plaza  
New York, NY 10278  
(212) 264-1234

New Jersey, New York,  
Puerto Rico, Virgin  
Islands

### **Region III**

General Services Administration  
Wanamaker Building  
100 Penn Square East  
Philadelphia, PA 19107  
(215) 656-5525

Delaware, Maryland,  
Pennsylvania,  
West Virginia,  
Virginia

### **Region IV**

General Services Administration  
Business Service Center  
401 West Peachtree Street, Suite 2900  
Atlanta, GA 30365-2550  
(404) 331-5103

Alabama, Florida,  
Georgia, Kentucky,  
Mississippi,  
North Carolina,  
South Carolina,  
Tennessee

### **Region V**

General Services Administration  
230 South Dearborn Street  
Chicago, IL 60604  
(312) 353-5383

Illinois, Indiana,  
Michigan, Minnesota,  
Ohio, Wisconsin



**Region VI**

General Services Administration  
Office of Business & Support Services  
1500 East Bannister Road  
Kansas City, MO 64131-3088  
(816) 926-7203

Iowa, Kansas,  
Missouri, Nebraska

**Region VII**

General Services Administration  
819 Taylor Street, Room 11A05  
Fort Worth, TX 76102  
(817) 978-3284

Arkansas, Louisiana  
New Mexico, Oklahoma,  
Texas

**Region VIII**

General Services Administration  
Denver Federal Center, Building 41  
Business Service Center  
P. O. Box 25006, Room 2530  
Denver, CO 80225-0506  
(303) 236-7408

North Dakota, Colorado  
South Dakota, Utah,  
Wyoming, Montana

**Region IX**

General Services Administration  
450 Goldgate Avenue, Room 0405  
San Francisco, CA 94102  
(415) 522-2700

Northern California,  
Hawaii, and all of  
Nevada except Clark  
County

General Services Administration  
300 North Los Angeles Street  
Room 3259  
Los Angeles, CA 90012-2000  
(213) 894-3210

Los Angeles, Southern  
California, Arizona,  
Nevada, Clark County

**Region X**

General Services Administration  
15th & C Street, SW  
Room 9AB-10  
Auburn, WA 98001  
(253) 931-7956

Alaska, Idaho, Oregon,  
Washington

## APPENDIX A

### ADDITIONAL SOURCES OF INFORMATION

#### REGULATIONS

##### "Federal Acquisition Regulation"

Available on a subscription basis from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

##### "DoD Federal Acquisition Regulation Supplement"

Available on a subscription basis from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

These regulations can also be found on the internet at: <http://www.acq.osd.mil/sadbu>, click on "**Links**".

#### MARKETING INFORMATION

##### "Commerce Business Daily (CBD)"

A daily list of proposed Federal Government procurements estimated to exceed \$25,000. Also contains lists of subcontracting leads, sales of surplus property, and foreign business opportunities. Subscriptions may be made through the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. You can also access the CBDNet at <http://cbdnet.gpo.gov/>. CBDNet is the official Free online listing of Government contracting opportunities which are published in the CBD.

##### "U.S. Government Purchasing and Sales Directory"

Provides a listing of products and services bought by all Federal agencies, keyed to the purchasing offices that buy them. Also provides information on Government sales of surplus property. Available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Stock No. 045-000-00272-1, Cost \$24.00

##### "Subcontracting Opportunities with DoD Major Prime Contractors"

Provides company name and address, product or service line, and name and telephone number of company's small business liaison officer for DoD prime contractors that have plans and goals (set forth in their prime contracts) for subcontracting with small business and small disadvantaged business concerns. Available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. The DoD reference number is 4205.1-D. This regulations can also be found on the internet at: <http://www.acq.osd.mil/sadbu>, click on "**Publications**"

### "A Guide for Private Industry"

Tells how to obtain information regarding specifications and standards from the DoD Single Stock Point for Specifications and Standards. Available from the Naval Publications and Forms Center, 5801 Tabor Avenue, Philadelphia, PA. 19120.

## **AIDS FOR SMALL BUSINESSES**

### "Small Business Specialists"

On a nationwide basis, lists DoD specialists by name, location, and phone number. For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. The DoD reference number is DoD 4205.1-H. This regulations can also be found on the internet at: <http://www.acq.osd.mil/sadbu>, click on "**Publications**"

### Procurement Marketing and Access Network (Pro-Net)

Pro-Net is an electronic source of procurement information – for and about small businesses. It is a search engine for contracting officers, a marketing tool for small firms and a "link" to procurement opportunities and important information. It is designed to be a "virtual" one-stop-procurement-shop.

Pro-Net is an Internet-based database of information on small, disadvantaged, 8(a) and women-owned businesses. It is free to federal and state government agencies as well as prime and other contractors seeking small business contractors, subcontractors and/or partnership opportunities.

Guidelines on how to register with Pro-Net is located at: <http://www.sba.gov>.

### "Management Aids"

Short papers providing specific guidance on various topics.  
Available from nearest SBA office.

### "A Handbook for DoD and Small Business: Forging a Partnership Through EDI"

The purpose of this handbook is to acquaint small business with the concepts of electronic data interchange (EDI) and how EDI will be used in the future by the Department of Defense to conduct business. The handbook introduces the reader to EDI, discusses how and why EDI is used in business, and explains what is needed to start using EDI in a small business. Available for purchase from the National Technical Information Service, (703) 487-4650, order number is. ADA-261-373, and cost \$27.00.

### "Department of the Army's Electronic Capabilities"

The Army fully supports Electronic Commerce (EC) and its wide range of procuring government commodities electronically. Ninety-four percent (94%) of our contracting sites are Interim FACNET certified which allow small businesses to conduct transactions via Electronic Data Interchange (EDI). These type purchases are exclusively designated for small businesses procuring within the micro-purchase threshold (\$2500 to \$100K). In addition, we are taking full advantage of the INTERNET technology while several of our contracting activities have bulletin boards (BB) on the net. The business opportunities under these BBs can be found at the "Business Opportunity Section" of the Army's home page (<http://acqnet.sarda.army.mil>) or use "<http://acqnet.sarda.army.mil/busopp/default.htm>" to go directly to the Business Opportunity Section. If you have any questions regarding how to conduct business with the Army **electronically, please call LTC David F. Bell (703) 681-9087 or email: [belld@sarda.army.mil](mailto:belld@sarda.army.mil)**.

### "Department of the Navy's Electronic Capabilities"

Marketing information is now available from the DoN Market Research Information Service on the World Wide Web (WWW). The database will help prospective contractors determine which supplies and services are being purchased at navy and Marine Corps contracting centers located throughout the United States. In addition to this marketing information, the DoN Long Range Acquisition Estimates is also on the WWW. The Internet address is <http://www.abm.rda.hq.navy.mil/>.

### "Department of the Air Force's Electronic Capabilities"

The Long Range Acquisition Estimate (LRAE) is a searchable database, which covers over 2,000 projected "Requests for Proposals", with buying activities, estimated dollar amounts, award dates, points of contact and other information potential suppliers need to formulate marketing strategies. Information on the LRAE is on Department of Air Force home page. The internet address is <http://www.safsb.hq.mil/index.html>.

With this system, small businesses can identify all Air Force activities, with a description of what they buy, current contacts, addresses and telephone numbers. An E-mail capability between all users and counselors is available, as is an extensive electronic library for downloading reference and training materials. Real-time conferences are conducted with recognized experts on marketing specific activities and on areas of special interest.

For more information, contact the Department of Air Force, Small and Disadvantaged Business Office.

## **SMALL AND DISADVANTAGED BUSINESS UTILIZATION OFFICES**

### **Department of Agriculture**

14<sup>th</sup> & Independence Ave., SW  
Room 1323, South Bldg  
Washington, DC 20250-9400  
Telephone: (202) 720-7117  
FAX: (202) 720-3001  
[www.usda.gov/da/smallbus.html](http://www.usda.gov/da/smallbus.html)

### **Department of the Treasury**

1500 Penn. Ave., NW  
Room 6100 Annex  
Washington, DC 20220  
Telephone: (202) 622-0530  
FAX: (202) 622-2273  
[www.ustreas.gov/sba](http://www.ustreas.gov/sba)

### **Department of Commerce**

14<sup>th</sup> & Constitution Ave., NW  
Room 6411  
Washington, DC 20230  
Telephone: (202) 482-1472  
FAX: (202) 482-0501  
[www.osc.doc.gov/osdbu](http://www.osc.doc.gov/osdbu)

### **Environmental Protection Agency**

401 M Street, SW, Code A-1230-C  
Washington, DC 20460  
Telephone: (703) 305-7777  
FAX: (703) 305-6462

### **Corporation for National & Comm. Service**

1100 Vermont Avenue, NW  
Suite 2101  
Washington, DC 20525  
Telephone: (202) 606-5020  
FAX: (202) 606-5126

### **Executive Office of the President**

725 17<sup>th</sup> St., NW, Room 5001  
Washington, DC 20503  
Telephone: (202) 395-7669  
FAX: (202) 395-1155

### **Agency for International Dev.**

Ronald Regain Bldg.  
1300 Penn. Ave., NW  
Telephone: (202) 712-1500  
FAX: (202) 216-3056  
[www.info.usaid.gov](http://www.info.usaid.gov)

### **Department of Education**

600 Independence Ave., SW  
Room 3120, ROB 3  
Washington, DC 20202-0521  
Telephone: (202) 708-9820  
FAX: (202) 401-6477  
[www.ed.gov/offices/ODS](http://www.ed.gov/offices/ODS)

### **General Services Administration**

18<sup>th</sup> & F St., NW, Room 6029  
Washington, DC 20405  
Telephone: (202) 501-1021  
FAX: (202) 208-5938  
[www.gsa.gov/oed](http://www.gsa.gov/oed)

### **Department of Energy**

1000 Independence Ave., SW Room 5810  
Washington, DC 20585  
Telephone: (202) 586-8383  
FAX: (202) 586-3075  
[www.hr.doe.gov/ed/osdbu.htm](http://www.hr.doe.gov/ed/osdbu.htm)

### **Civic Transportation Board**

12<sup>th</sup> & Constitution Ave., NW  
Room 3148  
Washington, DC 20423  
Telephone: (202) 565-1674/1596

### **Depart. Of Health & Human Service**

200 Independence Ave., SW  
Room 517-D  
Washington, DC 20201  
Telephone: (202) 690-7300  
FAX: (202) 690-8772

**Export-Import Bank of the U.S.**

811 Vermont Ave., NW, Room 1017  
Washington, DC 20571  
Telephone: (202) 565-3338  
FAX: (202) 565-3528

**Federal Trade Commission**

6<sup>th</sup> & Penn. Ave., NW  
Room H-700  
Washington, DC 20580  
Telephone: (202) 326-2258  
FAX: (202) 326-3529  
[www.ftc.gov](http://www.ftc.gov)

**Nuclear Regulatory Commission**

Mail Stop T2 F-18  
Washington, DC 20555  
Telephone: (301) 415-7380  
FAX: (301) 415-5953

**Office of Personnel Management**

1900 E St., NW, Room 5542  
Washington, DC 20415  
Telephone: (202) 606-2180  
FAX: (202) 606-1464

**National Aeronautics & Space  
Administration**

Headquarters Code K, Room 9K 70  
300 E. Street, SW  
Washington, DC 20546  
Telephone: (202) 358-2088  
FAX: (202) 358-3261  
[www.hq.nasa.gov/office/codek](http://www.hq.nasa.gov/office/codek)

**National Science Foundation**

4201 Wilson Blvd.  
Arlington, VA 22230  
Telephone: (703) 306-1390  
FAX: (703) 306-0337  
[www.eng.nsf.gov/sbir/index.html](http://www.eng.nsf.gov/sbir/index.html)

**Depart. Of Housing & Urban Dev.**

451 7<sup>th</sup> Street, SW, Room 3130  
Washington, DC 20410  
Telephone: (202) 708-1428  
FAX: (202) 708-7642  
[www.hud.gov/osdbu/osdbu.html](http://www.hud.gov/osdbu/osdbu.html)

**Department of the Interior**

18<sup>th</sup> & C ST., NW, Room 2727  
Washington, DC 20240  
Telephone: (202) 208-3493  
FAX: (202) 208-5048  
[www.doi.gov/osdbu/osdbu.html](http://www.doi.gov/osdbu/osdbu.html)

**Department of Justice**

1331 Penn. Ave., NW  
National Place Bldg., Room 1010  
Washington, DC 20530  
Telephone: (202) 616-0521  
FAX: (202) 616-1717  
[www.usdoj.gov/jmd/pss/home\\_osd.htm](http://www.usdoj.gov/jmd/pss/home_osd.htm)

**Department of Labor**

200 Constitution Ave, NW  
Room C 2318  
Washington, DC 20210  
Telephone: (202) 219-9148  
FAX: (202) 219-0167  
[www.dol.gov/dol/osp/](http://www.dol.gov/dol/osp/)

**Department of Veterans Affairs**

810 Vermont Ave., NW  
Washington, DC 20420  
Telephone: (202) 565-8124  
FAX: (202) 565-8156  
[www.va.gov/osdbu](http://www.va.gov/osdbu)

**U.S. Postal Service**

475 L'Enfant Plaza West, SW  
Room 3821  
Washington, DC 20260-5616  
Telephone: (202) 268-6578  
FAX: (202) 268-6573  
[www.usps.gov](http://www.usps.gov)

**Department of State**

Room 633 (SA-6)  
Washington, DC 20522-0602  
Telephone: (703) 875-6824  
FAX: (703) 875-6825  
[www.statebuy.inter.net/  
osdbul.htm](http://www.statebuy.inter.net/osdbul.htm)

**Department of Transportation**

400 7<sup>th</sup> St., SW, Room 9414  
Washington, DC 20590  
Telephone: (202) 366-1930  
FAX: (202) 366-7228  
<http://osdbuweb.dot.gov>

**Small Business Administration**

409 3<sup>rd</sup> St., SW, Eight Floor  
Washington, DC 20416  
Telephone: (202) 205-7701  
FAX: (202) 693-7004  
[www.sba.gov](http://www.sba.gov)

**Federal Emergency Management  
Agency**

500 C St., SW, Room 726  
Washington, DC 20472  
Telephone: (202) 646-3743  
FAX: (202) 646-3846  
[www.fema.gov/ofm](http://www.fema.gov/ofm)

**Smithsonian Institute**

915 L'Enfant Plaza, SW  
Washington, DC 20506  
Telephone: (202) 287-3588  
FAX: (202) 287-3492

**Army Corps of Engineers**

20 Massachusetts Ave., NW  
Washington, DC 20314  
Telephone: (202) 761-0725  
FAX: (202) 761-4609

**R.R. Retirement Board**

844 N. Rush St.  
Chicago, IL 60611  
Telephone: (312) 751-4565  
FAX: (312) 751-4923  
[www.rrb.gov](http://www.rrb.gov)

**Office of Federal Procurement Policy**

725 17<sup>th</sup> St., NW, Room 9013  
Washington, DC 20503  
Telephone: (202) 395-3302  
FAX: (202) 395-5105  
[www.arnet.gov](http://www.arnet.gov)

**Procurement Technical Assistance  
Center Program**

George Mason University  
7960 Donegan Dr., Sudley North Bldg. B  
Manassas, VA 22110  
FAX: 703-330-5458

**U.S. Information Agency**

Donahue Bldg., Room 1725  
400 6<sup>th</sup> St., SW  
Washington, DC 20547  
Telephone: (202) 205-9662  
FAX: (202) 401-2410

**Tennessee Valley Authority**

1101 Market St.  
EB2B  
Chattanooga, TN 37402-2801  
Telephone: (423) 751-7203  
FAX: (423) 751-7613

**Minority Business Dev. Agency**

Department of Commerce  
Room 5093  
14<sup>th</sup> & Constitution Ave., NW  
Washington, DC 20230  
Telephone: (202) 482-1712  
FAX: (202) 482-5117

## APPENDIX C

All DoD forms that are cited in this publication are located in Part 253 of the Defense Federal Acquisition Regulation Supplement (DFARS). To obtain a copy of these forms, contact a DoD purchasing activity in your area.

Standard Form 129	Solicitation Mailing List Application
Standard Form 254	Architect-Engineer and Related Services Questionnaire
Standard Form 255	Architect-Engineer and Related Services Questionnaire for Special Project
DD 1425	Specifications and Standards Requisition
DD 2051	Request for Assignment of a Commercial and Government Entity (CAGE) Code  DoD Central Contractor Registration EZ Sample Form



## SOLICITATION MAILING LIST APPLICATION

1. TYPE OF APPLICATION

☐ INITIAL☐ REVISION

2. DATE

OMB No.: 9000-0002

Expires: 10/31/97

NOTE: Please complete all items on this form. Insert N/A in items not applicable. See reverse for instruction.

Public reporting burden for this collection of information is estimated to average .58 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVR), Federal Acquisition Policy Division, GSA, Washington, DC 20405.

3. SUBMIT TO	a. FEDERAL AGENCY'S NAME			4. APPLICANT	a. NAME		
	b. STREET ADDRESS				b. STREET ADDRESS		c. COUNTY
	c. CITY	d. STATE	e. ZIP CODE		d. CITY		e. STATE e. ZIP CODE
5. TYPE OF ORGANIZATION (Check one)				b. ADDRESS TO WHICH SOLICITATIONS ARE TO BE MAILED (If different than Item 4)			
<input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> NON-PROFIT ORGANIZATION				a. STREET ADDRESS b. COUNTY			
<input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION, INCORPORATED UNDER THE LAWS OF THE STATE OF:				c. CITY d. STATE e. ZIP CODE			

## 7. NAMES OF OFFICERS, OWNERS, OR PARTNERS

a. PRESIDENT	b. VICE PRESIDENT	c. SECRETARY
d. TREASURER	e. OWNERS OR PARTNERS	

## 8. AFFILIATES OF APPLICANT

NAME	LOCATION	NATURE OF AFFILIATION

## 9. PERSONS AUTHORIZED TO SIGN OFFERS AND CONTRACTS IN YOUR NAME (Indicate if agent)

NAME	OFFICIAL CAPACITY	TELEPHONE NUMBER	
		AREA CODE	NUMBER

10. IDENTIFY EQUIPMENT, SUPPLIES, AND/OR SERVICES ON WHICH YOU DESIRE TO MAKE AN OFFER (See attached Federal Agency's supplemental listing and instruction, if any)

11a. SIZE OF BUSINESS (See definitions on reverse)	11b. AVERAGE NUMBER OF EMPLOYEES (including affiliates) FOR FOUR PRECEDING CALENDAR QUARTERS	11c. AVERAGE ANNUAL SALES OR RECEIPTS FOR PRECEDING THREE FISCAL YEARS
<input type="checkbox"/> SMALL BUSINESS (If checked, complete Items 11B and 11C) <input type="checkbox"/> OTHER THAN SMALL BUSINESS		\$
12. TYPE OF OWNERSHIP (See definitions on reverse) (Not applicable for other than small businesses)	13. TYPE OF BUSINESS (See definitions on reverse)	
<input type="checkbox"/> DISADVANTAGED BUSINESS <input type="checkbox"/> WOMAN-OWNED BUSINESS	<input type="checkbox"/> MANUFACTURER OR PRODUCER <input type="checkbox"/> CONSTRUCTION CONCERN <input type="checkbox"/> SURPLUS DEALER	
	<input type="checkbox"/> SERVICE ESTABLISHMENT <input type="checkbox"/> RESEARCH AND DEVELOPMENT	
14. DUNS NO. (If available)	15. HOW LONG IN PRESENT BUSINESS?	

16. FLOOR SPACE (Square Feet/M <sup>2</sup> )		17. NET WORTH	
a. MANUFACTURING	b. WAREHOUSE	a. DATE	b. AMOUNT
			\$

## 18. SECURITY CLEARANCE (If applicable, check highest clearance authorized)

FOR	TOP SECRET	SECRET	CONFIDENTIAL	e. NAMES OF AGENCIES GRANTING SECURITY CLEARANCES	d. DATES GRANTED
a. KEY PERSONNEL					
b. PLANT ONLY					

The information supplied herein (including all pages attached) is correct and neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is now debarred or otherwise declared ineligible by any agency of the Federal Government from making offers for furnishing materials, supplies, or services to the Government or any agency thereof.

19a. NAME OF PERSON AUTHORIZED TO SIGN (Type or print)	20. SIGNATURE	21. DATE SIGNED
19b. TITLE OF PERSON AUTHORIZED TO SIGN (Type or print)		

AUTHORIZED FOR LOCAL REPRODUCTION  
Previous edition not usable

STANDARD FORM 129 (REV. 12-96)  
Prescribed by GSA - FAR (48 CFR) 53.214(e)

## INSTRUCTIONS

Persons or concerns wishing to be added to a particular agency's bidder's mailing list for supplies or services shall file this properly completed Solicitation Mailing List Application, together with such other lists as may be attached to this application form, with each procurement office of the Federal agency with which they desire to do business. If a Federal agency has attached a Supplemental Commodity list with instructions, complete the application as instructed. Otherwise, identify in Item 10 the equipment, supplies, and/or services on which you desire to bid. (Provide Federal Supply Class or Standard Industrial Classification codes, if available.) The application shall be submitted and signed by the principal as distinguished from an agent, however constituted.

After placement on the bidder's mailing list of an agency, your failure to respond (submission of bid, or notice in writing, that you are unable to bid on that particular transaction but wish to remain on the active bidder's mailing list for that particular item) to solicitations will be understood by the agency to indicate lack of interest and concurrence in the removal of your name from the purchasing activity's solicitation mailing for items concerned.

### SIZE OF BUSINESS DEFINITIONS (See Item 11A.)

a. **Small business concern** - A small business concern for the purpose of Government procurement is a concern, including its affiliates, which is independently owned and operated, is not dominant in the field of operation in which it is competing for Government contracts, and can further qualify under the criteria concerning number of employees, average annual receipts, or the other criteria, as prescribed by the Small Business Administration. (See Code of Federal Regulations, Title 13, Part 121, as amended, which contains detailed industry definitions and related procedures.)

b. **Affiliates** - Business concerns are affiliates of each other when either directly or indirectly (i) one concern controls or has the power to control the other, or (ii) a third party controls or has the power to control both. In determining whether concerns are independently owned and operated and whether or not affiliation exists, consideration is given to all appropriate factors including common ownership, common management, and contractual relationship. (See Items 8 and 11A.)

c. **Number of employees** - (Item 11B) In connection with the determination of small business status, "number of employees" means the average employment of any concern, including the employees of its domestic and foreign affiliates, based on the number of persons employed on a full-time, part-time, temporary or other basis during each of the pay periods of the preceding 12 months. If a concern has not been in existence for 12 months, "number of employees" means the average employment of such concern and its affiliates during the period that such concern has been in existence based on the number of persons employed during each of the pay periods of the period that such concern has been in business.

### TYPE OF OWNERSHIP DEFINITIONS (See Item 12.)

a. **"Disadvantaged business concern"** - means any business concern (1) which is at least 51 percent owned by one or more socially and economically disadvantaged individuals; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more socially and economically disadvantaged individuals; and (2) whose management and daily business operations are controlled by one or more of such individuals.

b. **"Women-owned business"** - means a business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

### TYPE OF BUSINESS DEFINITIONS (See Item 13.)

a. **"Manufacturer or producer"** - means a person (or concern) owning, operating, or maintaining a store, warehouse, or other establishment that produces, on the premises, the materials, supplies, articles or equipment of the general character of those listed in Item 10, or in the Federal Agency's Supplemental Commodity List, if attached.

b. **"Service establishment"** - means a concern (or person) which owns, operates, or maintains any type of business which is principally engaged in the furnishing of nonpersonal services, such as (but not limited to) repairing, cleaning, redecorating, or rental of personal property, including the furnishing of necessary repair parts or other supplies as a part of the services performed.

- **COMMERCE BUSINESS DAILY** - The Commerce Business Daily, published by the Department of Commerce, contains information concerning proposed procurements, sales, and contract awards. For further information concerning this publication, contact your local Commerce Field Office.

STANDARD FORM 129 (REV. 12-96) BACK

# STANDARD FORM (SF) 254 Architect-Engineer and Related Services Questionnaire

Form Approved  
OMB No. 9000-0004

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (VRS), Office of Federal Acquisition and Regulatory Policy, GSA, Washington, D.C. 20405; and to the Office of Management and Budget, Paperwork Reduction Project (9000-0004), Washington, D.C. 20503.

## Purpose:

The policy of the Federal Government in acquiring architectural, engineering, and related professional services is to encourage firms lawfully engaged in the practice of those professions to submit annually a statement of qualifications and performance data. Standard Form 254, "Architect-Engineer and Related Services Questionnaire," is provided for that purpose. Interested A-E firms (including new, small, and/or minority firms) should complete and file SF 254 with each Federal agency and with appropriate regional or district offices for which the A-E is qualified to perform services. The agency head for each proposed project shall evaluate these qualification resumes, together with any other performance data on file or requested by the agency, in relation to the proposed project. The SF 254 may be used as a basis for selecting firms for discussions, or for screening firms preliminary to inviting submission of additional information.

## Definitions:

"Architect-Engineer Services" are defined in Part 36 of the Federal Acquisition Regulation.

"Parent Company" is that firm, company, corporation, association or conglomerate which is the major stockholder or highest tier owner of the firm completing this questionnaire; i.e., Firm A is owned by Firm B which is, in turn, a subsidiary of Corporation C. The "parent company" of Firm A is Corporation C.

"Principals" are those individuals in a firm who possess legal responsibility for its management. They may be owners, partners, corporate officers, associates, administrators, etc.

"Discipline," as used in this questionnaire, refers to the primary technological capability of individuals in the responding firm. Possession of an academic degree, professional registration, certification, or extensive experience in a particular field of practice normally reflects an individual's primary technical discipline.

"Joint Venture" is a collaborative undertaking by two or more firms or individuals for which the participants are both jointly and individually responsible.

"Consultant," as used in this questionnaire, is a highly specialized individual or firm having significant input and responsibility for certain aspects of a project and possessing unusual or unique capabilities for assuring success of the finished work.

"Prime" refers to that firm which may be coordinating the concerted and complementary inputs of several firms, individuals or related services to produce a completed study or facility. The "prime" would normally be regarded as having full responsibility and liability for quality of performance by itself as well as by subcontractor professionals under its jurisdiction.

"Branch Office" is a satellite, or subsidiary extension, of a headquarters office of a company, regardless of any differences in name or legal structure of such a branch due to local or state laws. "Branch offices" are normally subject to the management decisions, bookkeeping, and policies of the main office.

## Instructions for Filing (Numbers below correspond to numbers contained in form):

1. Type accurate and complete name of submitting firm, its address, and zip code.
- 1a. Indicate whether form is being submitted in behalf of a parent firm or a branch office. (Branch office submissions should list only personnel in, and experience of, that office.)
2. Provide date the firm was established under the name shown in question 1.
3. Show date on which form is prepared. All information submitted shall be current and accurate as of this date.
4. Enter type of ownership, or legal structure, of firm (sole proprietor, partnership, corporation, joint venture, etc.).

Check appropriate boxes indicating if firm is (a) a small business concern; (b) a small business concern owned and operated by socially and economically disadvantaged individuals; and (c) Woman-owned (See 48 CFR 19.101 and 52.219-9).

5. Branches of subsidiaries of large or parent companies, or conglomerates, should insert name and address of highest-tier owner.

5a. If present firm is the successor to, or outgrowth of, one or more predecessor firms, show name(s) of former entity(ies) and the year(s) of their original establishment.

6. List not more than two principals from submitting firm who may be contacted by the agency receiving this form. (Different principals may be listed on forms going to another agency.) Listed principals must be empowered to speak for the firm on policy and contractual matters.

7. Beginning with the submitting office, list name, location, total number of personnel, and telephone numbers for all associated or branch offices, (including any headquarters or foreign offices) which provide A-E and related services.

7a. Show total personnel in all offices. (Should be sum of all personnel, all branches.)

8. Show total number of employees, by discipline, in submitting office. (\*If form is being submitted by main or headquarters office, firm should list total employees, by discipline, in all offices.) While some personnel may be qualified in several disciplines, each person should be counted only once in accord with his or her primary function. Include clerical personnel as "administrative." Write in any additional disciplines--sociologists, biologists, etc. -- and number of people in each, in blank spaces.

# STANDARD FORM (SF) 254 Architect-Engineer and Related Services Questionnaire

9. Using chart (below) insert appropriate index number to indicate range of professional services fees received by submitting firm each calendar year for last five years, most recent year first. Fee summaries should be broken down to reflect the fees received each year for (a) work performed directly for the Federal Government (not including grant and loan projects) or as a sub to other professionals performing work directly for the Federal Government; (b) all other domestic work, U.S. and possessions, including Federally-assisted projects; and (c) all other foreign work.

## Range of Professional Services Fees

INDEX		INDEX	
1. Less than \$100,000	5. \$1 million to \$2 million	6. \$2 million to \$5 million	7. \$5 million to \$10 million
2. \$100,000 to \$250,000	8. \$10 million or greater		
3. \$250,000 to \$500,000			
4. \$500,000 to \$1 million			

10. Select and enter, in numerical sequence, not more than thirty (30) "Experience Profile Code" numbers from the listing (next page) which most accurately reflect submitting firm's demonstrated technical capabilities and project experience. Carefully review list. (It is recognized some profile codes may be part of other services or projects contained on list; firms are encouraged to select profile codes which best indicate type and scope of services provided on past projects.) For each code number, show total number of projects and gross fees (in thousands) received for profile projects performed by firm during past few years. If firm has one or more capabilities not included on list, insert same in blank spaces at end of list and show numbers in question 10 on the form. In such cases, the filled-in listing must accompany the complete SF 254 when submitted to the Federal agencies.

11. Using the "Experience Profile Code" numbers in the same sequence as entered in item 10, give details of at least one recent (within last five years) representative project for each code number, up to a maximum of thirty (30) separate projects, or portions of projects, for which firm was responsible. (Project examples may be used more than once to illustrate different services rendered on the same job. Example: a dining hall may be part of an auditorium or educational facility.) Firms which select less than thirty "profile codes" may list two or more project examples (to illustrate specialization) for each code number so long as total of all project examples does not exceed thirty (30). After each code number in question 11, show: (a) whether firm was "P," the prime professional, or "C," a consultant, or "JV," part of a joint venture on that particular project (new firms, in existence less than five (5) years may use the symbol "IE" to indicate "Individual Experience" as opposed to firm experience); (b) provide name and location of the specific project which typifies firm's (or individual's) performance under that code category; (c) give name and address of the

owner of that project (if government agency indicate responsible office); (d) show the estimated construction cost (or other applicable cost) for that portion of the project for which the firm was primarily responsible. (Where no construction was involved, show approximate cost of firm's work); and (e) state year work on that particular project was, or will be, completed.

12. The completed SF 254 should be signed by a principal of the firm, preferably the chief executive officer.

13. Additional data, brochures, photos, etc. should not accompany this form unless specifically requested.

**NEW FIRMS** (not reorganized or recently-amalgamated firms) are eligible and encouraged to seek work from the Federal Government in connection with performance of projects for which they are qualified. Such firms are encouraged to complete and submit Standard Form 254 to appropriate agencies. Questions on the form dealing with personnel or experience may be answered by citing experience and capabilities of individuals in the firm, based on performance and responsibility while in the employee of others. In so doing, notation of this fact should be made on the form. In question 9, write in "N/A" to indicate "not applicable" for those years prior to firm's organization.

# Experience Profile Code Numbers for use with questions 10 and 11

001 Acoustics; Noise Abatement	042 Harbors; Jetties; Piers, Ship Terminal Facilities	086 Radar; Sonar; Radio & Radar Telescopes
002 Aerial Photogrammetry	043 Heating; Ventilating; Air Conditioning	087 Railroad; Rapid Transit
003 Agricultural Development; Grain Storage; Farm Mechanization	044 Health Systems Planning	088 Recreation Facilities (Parks, Marinas, Etc.)
004 Air Pollution Control	045 Highrise; Air-Rights-Type Buildings	089 Rehabilitation (Buildings; Structures; Facilities)
005 Airports; Navals; Airport Lighting; Aircraft Fueling	046 Highways; Streets; Airfield Paving Parking Lots	090 Resource Recovery; Recycling
006 Airports; Terminals & Hangars; Freight Handling	047 Historical Preservation	091 Radio Frequency Systems & Shieldings
007 Arctic Facilities	048 Hospital & Medical Facilities	092 Rivers; Canals; Waterways; Flood Control
008 Auditoriums & Theatres	049 Hotels; Models	093 Safety Engineering; Accident Studies; OSHA Studies
009 Automation; Controls; Instrumentation	050 Housing (Residential, Multi-Family; Apartments; Condominiums)	094 Security Systems; Intruder & Smoke Detection
010 Barracks; Dormitories	051 Hydraulics & Pneumatics	095 Seismic Designs & Studies
011 Bridges	052 Industrial Buildings; Manufacturing Plants	096 Sewage Collection, Treatment and Disposal
012 Cemeteries (Planning & Relocation)	053 Industrial Processes; Quality Control	097 Soils & Geologic Studies; Foundations
013 Chemical Processing & Storage	054 Industrial Waste Treatment	098 Solar Energy Utilization
014 Churches; Chapels	055 Interior Design; Space Planning	099 Solid Wastes; Incineration; Land Fill
015 Codes; Standards; Ordinances	056 Irrigation; Drainage	100 Special Environments; Clean Rooms, Etc.
016 Cold Storage; Refrigeration; Fast Freeze	057 Judicial and Courtroom Facilities	101 Structural Design; Special Structures
017 Commercial Building (low rise); Shopping Centers	058 Laboratories; Medical Research Facilities	102 Surveying; Platting; Mapping; Flood Plain Studies
018 Communications Systems; TV; Microwave	059 Landscape Architecture	103 Swimming Pools
019 Computer Facilities; Computer Service	060 Libraries; Museums; Galleries	104 Storm Water Handling & Facilities
020 Conservation and Resource Management	061 Lighting (Interiors; Display; Theatre, Etc.)	105 Telephone Systems (Rural; Mobile; Intercom, Etc.)
021 Construction Management	062 Lighting (Exteriors; Streets; Memorials; Athletic Fields, Etc.)	106 Testing & Inspection Services
022 Corrosion Control; Cathodic Protection; Electrolysis	063 Materials Handling Systems; Conveyors; Sorters	107 Traffic & Transportation Engineering
023 Cost Estimating	064 Metallurgy	108 Towers (Self-Supporting & Guyed Systems)
024 Dams (Concrete; Arch)	065 Microclimatology; Tropical Engineering	109 Tunnels & Subways
025 Dams (Earth; Rock); Dikes; Levees	066 Military Design Standards	110 Urban Renewals; Community Development
026 Desalination (Process & Facilities)	067 Mining & Mineralogy	111 Utilities (Gas & Steam)
027 Dining Halls; Clubs; Restaurants	068 Missile Facilities (Silos; Fuels; Transport) Structures or Components	112 Value Analysis; Life-Cycle Costing
028 Ecological & Archeological Investigations	069 Modular Systems Design; Pre-Fabricated	113 Warehouses & Depots
029 Educational Facilities; Classrooms	070 Naval Architecture; Off-Shore Platforms	114 Water Resources; Hydrology; Ground Water
030 Electronics	071 Nuclear Facilities; Nuclear Shielding	115 Water Supply; Treatment and Distribution
031 Elevators; Escalators; People-Movers	072 Office Buildings; Industrial Parks	116 Wind Tunnels; Research/Testing Facilities Design
032 Energy Conservation; New Energy Sources	073 Oceanographic Engineering	117 Zoning; Land Use Studies
033 Environmental Impact Studies, Assessments or Statements	074 Ordnance; Munitions; Special Weapons	201
034 Fallout Shelters; Blast-Resistant Design	075 Petroleum Exploration; Refining	202
035 Field Houses; Gyms; Stadiums	076 Petroleum and Fuel (Storage and Distribution)	203
036 Fire Protection	077 Pipelines (Cross-Country - Liquid & Gas)	204
037 Fisheries; Fish Ladders	078 Planning (Community, Regional, Area-wide and State)	205
038 Forestry & Forest Products	079 Planning (Site, Installation, and Project)	
039 Garages; Vehicle Maintenance Facilities; Parking Decks	080 Plumbing & Piping Design	
040 Gas Systems (Propane; Natural, Etc.)	081 Pneumatic Structures, Air-Support Buildings	
041 Graphic Design	082 Postal Facilities	
	083 Power Generation, Transmission, Distribution	
	084 Prisons & Correctional Facilities	
	085 Product, Machine & Equipment Design	

**STANDARD  
FORM (SF)**

**254**

Architect-Engineer  
and Related Services  
Questionnaire

1. Firm Name/Business Address:

2. Year Present Firm  
Established

3. Date Prepared:

4. Specify type of ownership and check below, if  
applicable.

- ☐ A. Small Business  
☐ B. Small Disadvantaged Business  
☐ C. Woman-owned Business

1a. Submittal is for ☐ Parent Company ☐ Branch or Subsidiary Office

5a. Former Parent Company Name(s), if any, and Year(s) Established:

5. Name of Parent Company, if any:

6. Names of not more than Two Principals to Contact: Title/Telephone

- 1)  
2)

7. Present Offices: City / State / Telephone / No. Personnel Each Office

7a. Total Personnel

8. Personnel by Discipline: (List each person only once, by primary function.)

<input type="checkbox"/> Administrative	<input type="checkbox"/> Electrical Engineers	<input type="checkbox"/> Oceanographers
<input type="checkbox"/> Architects	<input type="checkbox"/> Estimators	<input type="checkbox"/> Planners: Urban/Regional
<input type="checkbox"/> Chemical Engineers	<input type="checkbox"/> Geologists	<input type="checkbox"/> Sanitary Engineers
<input type="checkbox"/> Civil Engineers	<input type="checkbox"/> Hydrologists	<input type="checkbox"/> Soils Engineers
<input type="checkbox"/> Construction Inspectors	<input type="checkbox"/> Interior Designers	<input type="checkbox"/> Specification Writers
<input type="checkbox"/> Draftsmen	<input type="checkbox"/> Landscape Architects	<input type="checkbox"/> Structural Engineers
<input type="checkbox"/> Ecologists	<input type="checkbox"/> Mechanical Engineers	<input type="checkbox"/> Surveyors
<input type="checkbox"/> Economists	<input type="checkbox"/> Mining Engineers	<input type="checkbox"/> Transportation Engineers

9. Summary of Professional Services Fees  
Received: (Insert index number)

Last 5 Years (most recent year first)

19	19	19	19
Direct Federal contract work, including overseas			
All other domestic work			
All other foreign work*			

\*Firms interested in foreign work, but without such experience, check here: ☐

Ranges of Professional Services Fees  
INDEX

1. Less than \$100,000
2. \$100,000 to \$250,000
3. \$250,000 to \$500,000
4. \$500,000 to \$1 million
5. \$1 million to \$2 million
6. \$2 million to \$5 million
7. \$5 million to \$10 million
8. \$10 million or greater

10. Profile of Firm's Project Experience, Last 5 Years						
Profile Code	Number of Projects	Total Gross Fees (in thousands)	Profile Code	Number of Projects	Total Gross Fees (in thousands)	Total Gross Fees (in thousands)
1)			11)			
2)			12)			
3)			13)			
4)			14)			
5)			15)			
6)			16)			
7)			17)			
8)			18)			
9)			19)			
10)			20)			
			21)			
			22)			
			23)			
			24)			
			25)			
			26)			
			27)			
			28)			
			29)			
			30)			

  

11. Project Examples, Last 5 Years				
Profile Code	"P," "C," "JV," or "IE"	Project Name and Location	Owner Name and Address	Completion Date (Actual or Estimated)
		1		
		2		
		3		
		4		
		5		
		6		
		7		

	8											
	9											
	10											
	11											
	12											
	13											
	14											
	15											
	16											
	17											
	18											
	19											



20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
12. The foregoing is a statement of facts											Date:	
Signature: _____											Typed Name and Title: _____	

# STANDARD FORM (SF) 255 Architect-Engineer and Related Services Questionnaire for Specific Project

Form Approved  
OMB No. 9000-0005

Public reporting burden for this collection of information is estimated to average 1.2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (VRS), Office of Federal Acquisition and Regulatory Policy, GSA, Washington, D. C. 20405; and to the Office of Management and Budget, Paperwork Reduction Project (9000-0005), Washington, D. C. 20503.

## Purpose:

This form is a supplement to the "Architect-Engineer and Related Services Questionnaire" (SF 254). Its purpose is to provide additional information regarding the qualifications of interested firms to undertake a specific Federal A-E project. Firms, or branch offices of firms, submitting this form should enclose (or already have on file with the appropriate office of the agency) a current (within the past year) and accurate copy of the SF 254 for that office.

The procurement official responsible for each proposed project may request submission of the SF 255 "Architect-Engineer and Related Services Questionnaire for Specific Project" in accord with applicable civilian and military procurement regulations and shall evaluate such submissions, as well as related information contained on the Standard Form 254, and any other performance data on file with the agency, and shall select firms for subsequent discussions leading to contract award in conformance with Public Law 92-582. This form should only be filed by an architect-engineer or related services firm when requested to do so by the agency or by a public announcement. Responses should be as complete and accurate as possible, contain data relative to the specific project for which you wish to be considered, and should be provided, by the required due date, to the office specified in the request or public announcement.

This form will be used only for the specified project. Do not refer to this submittal in response to other requests or public announcements.

## Definitions:

"Architect-Engineer Services" are defined in Part 36 of the Federal Acquisition Regulation.

"Principals" are those individuals in a firm who possess legal responsibility for its management. They may be owners, partners, corporate officers, associates, administrators, etc.

"Discipline," as used in this questionnaire, refers to the primary technological capability of individuals in the responding firm. Possession of an academic degree, professional registration, certification, or extensive experience in a particular field of practice normally reflects an individual's primary technical discipline.

"Joint Venture" is a collaborative undertaking by two or more firms or individuals for which the participants are both jointly and individually responsible.

"Key Persons, Specialists, and Individual Consultants," as used in this questionnaire, refer to individuals who will have major project responsibility or will provide unusual or unique capabilities for the project under consideration.

## Instructions for Filing (Numbers below correspond to numbers contained in form):

1. Give name and location of the project for which this form is being submitted.
  2. Provide appropriate data from the *Commerce Business Daily* (CBD) identifying the particular project for which this form is being filed.
    - 2a. Give the date of the *Commerce Business Daily* in which the project announcement appeared, or indicate "not applicable" (N/A) if the source of the announcement is other than the CBD.
    - 2b. Indicate Agency Identification or contract number as provided in the CBD announcement.
  3. Show name and address of the individual or firm (or joint venture) which is submitting this form for the project.
    - 3a. List the name, title, and telephone number of that principal who will serve as the point of contact. Such an individual must be empowered to speak for the firm on policy and contractual matters and should be familiar with the programs and procedures of the agency to which this form is directed.
    - 3b. Give the address of the specific office which will have responsibility for performing the announced work.
  4. Insert the number of consultants personnel by discipline proposed for subject project on line (A). Insert the number of in-house personnel by discipline proposed for subject project on line (B). While some personnel may be qualified in several disciplines, each person should be counted only once in accord with his or her primary function. Include clerical personnel as "administrative." Write in any additional disciplines -- sociologists, biologists, etc. -- and number of people in each, in blank spaces.
  5. Answer only if this form is being submitted by a joint venture of two or more collaborating firms. Show the names and addresses of all individuals or organizations expected to be included as part of the joint venture and describe their particular areas of anticipated responsibility (i.e., technical disciplines, administration, financial, sociological, environmental, etc.).
    - 5a. Indicate, by checking the appropriate box, whether this particular joint venture has worked together on other projects.
- Each firm participating in the joint venture should have a Standard Form 254 on file with the contracting office receiving this form. Firms which do not have such forms on file should provide same immediately along with a notation at the top of page 1 of the form regarding their association with this joint venture submittal.

STANDARD  
FORM (SF)  
**255**

**Architect-Engineer  
and Related Services  
Questionnaire for  
Specific Project**

Standard Form 255  
General Services Administration  
Washington, D.C. 20405

6. If respondent is not a joint venture, but intends to use outside (as opposed to in-house or permanently and formally affiliated) consultants or associates, he should provide names and addresses of all such individuals or firms, as well as their particular areas of technical/professional expertise, as it relates to this project. Existence of previous working relationships should be noted. If more than eight outside consultants or associates are anticipated, attach an additional sheet containing requested information.

7. Regardless of whether respondent is a joint venture or an independent firm, provide brief resumes of key personnel expected to participate on this project. Care should be taken to limit resumes to only those personnel and specialists who will have major project responsibilities. Each resume must include: (a) name of each key person and specialist and his or her title, (b) the project assignment or role which that person will be expected to fulfill in connection with this project, (c) the name of the firm or organization, if any, with whom that individual is presently associated, (d) years of relevant experience with present firm and other firms, (e) the highest academic degree achieved and the discipline covered (if more than one highest degree, such as two Ph.D.'s, list both), the year received and the particular technical/professional discipline which that individual will bring to the project, (f) if registered as an architect, engineer, surveyor, etc., show only the field of registration and the year that such registration was first acquired. If registered in several states, do not list states, and (g) a synopsis of experience, training, or other qualities which reflect individual's potential contribution to this project. Include such data as: familiarity with Government or agency procedures, similar type of work performed in the past, management abilities, familiarity with the geographic area, relevant foreign language capabilities, etc. Please limit synopsis of experience to directly relevant information.

8. List up to ten projects which demonstrate the firm's or joint venture's competence to perform work similar to that likely to be required on this project. The more recent such projects, the better. Prime consideration will be given to projects which illustrate respondent's capability for performing work similar to that being sought. Required information must include: (a) name and location of project, (b) brief description of type and extent of services provided for each project (submissions by joint ventures should indicate which member of the joint venture was the prime on that particular project and what role it played), (c) name and address of the owner of that project (if Government agency, indicate responsible office), and name and phone number of individual to contact for reference (preferably the project manager), (d) completion date (actual when available, otherwise estimated), (e) total construction cost of completed project (or where no construction was involved, the approximate cost of your work) and that portion of the cost of the project for which the named firm was/is responsible.

9. List only those projects which the A-E firm or joint venture, or members of the joint venture, are currently performing under direct contract with an agency or department of the Federal Government. Exclude any grant or loan projects being financed by the Federal Government but being performed under contract to other non-Federal Governmental entities. Information provided under each heading is similar to that requested in the preceding item 8, except for (d) "Percent Complete." Indicate in this item the percentage of A-E work completed upon filing this form.

10. Through narrative discussion, show reason why the firm or joint venture submitting this questionnaire believes it is especially qualified to undertake the project. Information provided should include, but not be limited to, such data as: specialized equipment available for this work, any awards or recognition received by a firm or individuals for similar work, required security clearances, special approaches or concepts developed by the firm relevant to this project, etc. Respondents may say anything they wish in support of their qualifications. When appropriate, respondents may supplement this proposal with graphic material and photographs which best demonstrate design capabilities of the team proposed for this project.

11. Completed forms should be signed by the chief executive officer of the joint venture (thereby attesting to the concurrence and commitment of all members of the joint venture), or by the architect-engineer principal responsible for the conduct of the work in the event it is awarded to the organization submitting this form. Joint ventures selected for subsequent discussions regarding this project must make available a statement of participation signed by a principal of each member of the joint venture. **ALL INFORMATION CONTAINED IN THE FORM SHOULD BE CURRENT AND FACTUAL.**

**STANDARD  
FORM (SF)  
255**

Architect-Engineer  
and Related Services  
Questionnaire for  
Specific Project

1. Project Name/Location for which Firm is Filing:

2a. Commerce Business  
Daily Announcement  
Date, if any:

2b. Agency Identification  
Number, if any:

3. Firm (or Joint-Venture) Name & Address

3a. Name, Title & Telephone Number of Principal to Contact

3b. Address of office to perform work, if different from Item 3

4. Personnel by Discipline: (List each person only once, by primary function.) Enter proposed consultant personnel to be utilized on this project on line (A) and in-house personnel on line (B).

(A) _____ (B) _____	Administrative	(A) _____ (B) _____	Electrical Engineers	(A) _____ (B) _____	Oceanographers
(A) _____ (B) _____	Architects	(A) _____ (B) _____	Estimators	(A) _____ (B) _____	Planners: Urban/Regional
(A) _____ (B) _____	Chemical Engineers	(A) _____ (B) _____	Geologists	(A) _____ (B) _____	Sanitary Engineers
(A) _____ (B) _____	Civil Engineers	(A) _____ (B) _____	Hydrologists	(A) _____ (B) _____	Soils Engineers
(A) _____ (B) _____	Construction Inspectors	(A) _____ (B) _____	Interior Designers	(A) _____ (B) _____	Specification Writers
(A) _____ (B) _____	Draftsmen	(A) _____ (B) _____	Landscape Architects	(A) _____ (B) _____	Structural Engineers
(A) _____ (B) _____	Ecologists	(A) _____ (B) _____	Mechanical Engineers	(A) _____ (B) _____	Surveyors
(A) _____ (B) _____	Economists	(A) _____ (B) _____	Mining Engineers	(A) _____ (B) _____	Transportation Engineers
				(A) _____ (B) _____	Total Personnel

5. If submittal is by JOINT-VENTURE list participating firms and outline specific areas of responsibility (including administrative, technical and financial) for each firm: (Attach SF 254 for each if not on file with Procuring Office.)

5a. Has this Joint-Venture previously worked together? ☐ Yes ☐ No

6. If respondent is not a joint-venture, list outside key Consultants/Associates anticipated for this project (Attach SF 254 for Consultants/Associates listed, if not already on file with the Contracting Office).

Name & Address	Specialty	Worked with Prime before (Yes or No)
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		

7. Brief resume of key persons, specialists, and individual consultants anticipated for this project.	
a. Name & Title:	
b. Project Assignment:	
c. Name of Firm with which associated:	
d. Years experience: With This Firm..... With Other Firms.....	
e. Education: Degree(s)/Year/Specialization	
f. Active Registration: Year First Registered/Discipline	
g. Other Experience and Qualifications relevant to the proposed project:	

**7. Brief resume of key persons, specialists, and individual consultants anticipated for this project.**

a. Name & Title:	
b. Project Assignment:	
c. Name of Firm with which associated:	
d. Years experience: With This Firm..... With Other Firms.....	
e. Education: Degree(s)/Year/Specialization	
f. Active Registration: Year First Registered/Discipline	
g. Other Experience and Qualifications relevant to the proposed project:	

7. Brief resume of key persons, specialists, and individual consultants anticipated for this project.	
a. Name & Title:	
b. Project Assignment:	
c. Name of Firm with which associated:	
d. Years experience: With This Firm..... With Other Firms.....	
e. Education: Degree(s)/Year/Specialization	
f. Active Registration: Year First Registered/Discipline	
g. Other Experience and Qualifications relevant to the proposed project:	



7. Brief resume of key persons, specialists, and individual consultants anticipated for this project.	
a. Name & Title:	
b. Project Assignment:	
c. Name of Firm with which associated:	
d. Years experience: With This Firm..... With Other Firms.....	
e. Education: Degree(s)/Year/Specialization	
f. Active Registration: Year First Registered/Discipline	
g. Other Experience and Qualifications relevant to the proposed project:	

8. Work by firms or joint-venture members which best illustrates current qualifications relevant to this project (list not more than 10 projects).					
a. Project Name & Location	b. Nature of Firm's Responsibility	c. Project Owner's Name & Address and Project Manager's Name & Phone Number	d. Completion Date (actual or estimated)	e. Estimated Cost (In Thousands)	
				Entire Project	Work For Which Firm Was/is Responsible
(1)					
(2)					
(3)					
(4)					
(5)					
(6)					
(7)					
(8)					
(9)					
(10)					

9. All work by firms or joint-venture members currently being performed directly for Federal agencies.					
a. Project Name & Location	b. Nature of Firm's Responsibility	c. Agency (Responsible Office) Name and Address and Project Manager's Name & Phone Number	d. Percent Complete	e. Estimated Cost (In Thousands)	
				Entire Project	Work For Which Firm Is Responsible

STANDARD FORM 255 PAGE 10 (REV. 11-92 )

10. Use this space to provide any additional information or description of resources (including any computer design capabilities) supporting your firm's qualifications for the proposed project.

Date:

11. The foregoing is a statement of facts.

Signature: \_\_\_\_\_ Typed Name and Title: \_\_\_\_\_

STANDARD FORM 255 PAGE 11 (REV. 11-92)

# SPECIFICATIONS AND STANDARDS REQUISITION

Form Approved  
OMB No. 0704-0230  
Expires Dec 31, 1991

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0230), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send your completed form to address in item 9 of instructions.

1. CUSTOMER NUMBER (Mandatory for Repeat Orders to expedite requests), CAGE CODE, OR UIC NUMBER

--	--	--	--	--	--	--	--	--	--

2. YOUR ADDRESS (Print or Type)

☐

IF YOUR ADDRESS HAS CHANGED, X THIS BLOCK.

3. ATTENTION:

## 4. DOCUMENTS REQUESTED

a. STANDARDIZATION DOCUMENT NUMBER	b. QUANTITY (Restricted to 5)	c. TITLE (From DoD Index of Specifications and Standards)

## INSTRUCTIONS

- PRINT OR TYPE ALL INFORMATION.
- Enter your customer number, CAGE (formerly FSCM), or UIC number at the top of this form. It will expedite your order.
- If you have a customer number, use the Telephone Order Entry System (TOES) for telephone orders: (215)697-1187 between the hours of 8 a.m. and 8 p.m. Eastern Standard Time, Monday through Friday. See "Guide to Private Industry" for details.
- Documents ordered must appear in the DoD Index of Specifications and Standards (DODISS) or DODISS Notice. Requests submitted on this form will speed service. Reorder forms will be enclosed with each shipment.
- Requests for Official Use Documents or documents without Distribution Statement "A" must be submitted via cognizant DoD Inspection Officer or Contract Administrator for certification of "need to know."
- Non Government Standardization Documents will not be furnished to commercial concerns. Copies may be purchased from the appropriate Non Government Standards Body.
- Questions concerning documents not listed in the Department of Defense Index of Specifications and Standards (DODISS) or DODISS Notice should be directed to: NPFC Attn: Code 105. Telephone: (215)697-2667 or (215)697-2179.
- Further information may be obtained from NPFC "Guide to Private Industry." Order as GUIDE-1.
- FORWARD REQUEST TO:  
Standardization Document Order Desk  
700 Robbins Avenue  
Building #4, Section D  
Philadelphia, PA 19111-5094

5. SIGNATURE OF REQUESTER

6. DATE SIGNED (YYMMDD)

7. CLOSING DATE (YYMMDD)  
(FEB, RFO, or RFP)

DD Form 1425, APR 90

Previous editions are obsolete.

394-092

## INSTRUCTIONS FOR COMPLETING DD FORM 1423

(See DoD 5010.12-M for detailed instructions.)

### FOR GOVERNMENT PERSONNEL

- Item A. Self-explanatory.
- Item B. Self-explanatory.
- Item C. Mark (X) appropriate category: TDP - Technical Data Package; TM - Technical Manual; Other - other category of data, such as "Provisioning," "Configuration Management", etc.
- Item D. Enter name of system/item being acquired that data will support.
- Item E. Self-explanatory (to be filled in after contract award).
- Item F. Self-explanatory (to be filled in after contract award).
- Item G. Signature of preparer of CDRL.
- Item H. Date CDRL was prepared.
- Item I. Signature of CDRL approval authority.
- Item J. Date CDRL was approved.

Item 1. See DoD FAR Supplement Subpart 4.71 for proper numbering.

Item 2. Enter title as it appears on data acquisition document cited in Item 4.

Item 3. Enter subtitle of data item for further definition of data item (optional entry).

Item 4. Enter Data Item Description (DID) number, military specification number, or military standard number listed in DoD 5010.12-L (AMSDL), or one-time DID number, that defines data content and format requirements.

Item 5. Enter reference to tasking in contract that generates requirement for the data item (e.g., Statement of Work paragraph number).

Item 6. Enter technical office responsible for ensuring adequacy of the data item.

Item 7. Specify requirement for inspection/acceptance of the data item by the Government.

Item 8. Specify requirement for approval of a draft before preparation of the final data item.

Item 9. For technical data, specify requirement for contractor to mark the appropriate distribution statement on the data (ref. DoDD 5230.24).

Item 10. Specify number of times data items are to be delivered.

Item 11. Specify as-of date of data item, when applicable.

Item 12. Specify when first submittal is required.

Item 13. Specify when subsequent submittals are required, when applicable.

Item 14. Enter addressees and number of draft/final copies to be delivered to each addressee. Explain reproducible copies in Item 16.

Item 15. Enter total number of draft/final copies to be delivered.

Item 16. Use for additional/clarifying information for Items 1 through 15. Examples are: Tailoring of documents cited in Item 4; Clarification of submittal dates in Items 12 and 13; Explanation of reproducible copies in Item 14; Desired medium for delivery of the data item.

### FOR THE CONTRACTOR

Item 17. Specify appropriate price group from one of the following groups of effort in developing estimated prices for each data item listed on the DD Form 1423.

a. Group I. Definition - Data which is not otherwise essential to the contractor's performance of the primary contracted effort (production, development, testing, and administration) but which is required by DD Form 1423.

Estimated Price - Costs to be included under Group I are those applicable to preparing and assembling the data item in conformance with Government requirements, and the administration and other expenses related to reproducing and delivering such data items to the Government.

b. Group II. Definition - Data which is essential to the performance of the primary contracted effort but the contractor is required to perform additional work to conform to Government requirements with regard to depth of content, format, frequency of submittal, preparation, control, or quality of the data item.

Estimated Price - Costs to be included under Group II are those incurred over and above the cost of the essential data item without conforming to Government requirements, and the administrative and other expenses related to reproducing and delivering such data item to the Government.

c. Group III. Definition - Data which the contractor must develop for his internal use in performance of the primary contracted effort and does not require any substantial change to conform to Government requirements with regard to depth of content, format, frequency of submittal, preparation, control, and quality of the data item.

Estimated Price - Costs to be included under Group III are the administrative and other expenses related to reproducing and delivering such data item to the Government.

d. Group IV. Definition - Data which is developed by the contractor as part of his normal operating procedures and his effort in supplying these data to the Government is minimal.

Estimated Price - Group IV items should normally be shown on the DD Form 1423 at no cost.

Item 18. For each data item, enter an amount equal to that portion of the total price which is estimated to be attributable to the production or development for the Government of that item of data. These estimated data prices shall be developed only from those costs which will be incurred as a direct result of the requirement to supply the data, over and above those costs which would otherwise be incurred in performance of the contract if no data were required. The estimated data prices shall not include any amount for rights in data. The Government's right to use the data shall be governed by the pertinent provisions of the contract.

REQUEST FOR ASSIGNMENT OF A COMMERCIAL AND GOVERNMENT ENTITY (CAGE) CODE (See Instructions on Reverse)				Form Approved OASD No. 6704-0225 Expires Oct 31, 1991	
Public reporting burden for this collection of information is estimated to average 7 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (6704-0225), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to address on reverse.					
<b>SECTION A - TO BE COMPLETED BY INITIATOR</b>					
1. REQUESTING GOVERNMENT AGENCY / ACTIVITY					
a. NAME			b. ADDRESS (Street, City, State and Zip Code)		
2. TYPE CODE REQUESTED (X one)		3. EXCEPTION CODES			
a. TYPE A		a. CAO			
b. TYPE F		b. ADP			
4. INITIATOR					
a. TYPED NAME (Last, First, Middle Initial)		b. OFFICE SYMBOL	c. SIGNATURE		d. TELEPHONE NO.
<b>SECTION B - TO BE COMPLETED BY FIRM TO BE CODED</b>					
1. FIRM					
a. NAME (Include Branch of, Division of, etc.)			b. ADDRESS (Street, City, State and Zip Code)		
c. CAGE CODE (if previously assigned)			3. PARENT COMPANY AND AFFILIATED FIRMS (X one, and complete as applicable)		
2. IF FIRM PREVIOUSLY OPERATED UNDER OTHER NAME(S) OR OTHER ADDRESS(ES) SPECIFY THE PREVIOUS NAME(S) AND/OR ADDRESS(ES) (Use separate sheet of paper, if necessary)			a. NONE		
			b. CURRENTLY AFFILIATED WITH OTHER FIRMS (List name(s) and address(es) of such firms on a separate sheet of paper)		
			c. PREVIOUSLY AFFILIATED WITH OTHER FIRMS (List name(s) and address(es) of such firms on a separate sheet of paper)		
4. PRIMARY BUSINESS CATEGORY (X one)		5. DISADVANTAGED SMALL BUSINESS STATUS (X one)		6. NUMBER OF EMPLOYEES	
a. MANUFACTURER		a. APPROVED BY SMALL BUSINESS ADMINISTRATION (SBA) FOR SECTION 8(a) PROGRAM		7. WOMAN OWNED BUSINESS (X one)	
b. DEALER/DISTRIBUTOR				a. YES      b. NO	
c. CONSTRUCTION FIRM				8. STANDARD INDUSTRIAL CLASSIFICATION (SIC) CODE(S)	
d. SERVICE COMPANY					
e. SALES OFFICE		c. NOT DISADVANTAGED SMALL BUSINESS FIRM		a. PRIMARY	
f. OTHER (Specify)				b. OTHER (Specify)	
9. REMARKS					
10. FIRM OFFICIAL					
a. TYPED NAME (Last, First, Middle Initial)		b. DATE SIGNED (YYMMDD)	c. SIGNATURE		d. TELEPHONE NO.

## INSTRUCTIONS FOR COMPLETING DD FORM 2051

### GENERAL NOTE FOR PERSONNEL PREPARING OR PROCESSING THIS REPORT

Coding must be as indicated in the instructions. In cases where specific coding instructions are provided, reference must be made to the Department of Defense Manual for Standard Data Elements, DoD 5000.12-M. Noncompliance with either the coding instructions contained herein or those published in referenced manual will make the organization which fails to comply responsible for required concessions in data base communication.

### SPECIFIC INSTRUCTIONS

SECTION A - TO BE COMPLETED BY THE INITIATING GOVERNMENT ACTIVITY	SECTION B - (Continued)
Item 1: Self-explanatory.	Item 4: Self-explanatory.
Item 2: Mark the type of code being requested. <ul style="list-style-type: none"> <li>a. Type A - Manufacturers Code which is used in the Federal Catalog System to identify a certain facility at a specific location which is a possible source for the manufacture and/or design control of items cataloged by the Federal Government; or,</li> <li>b. Type F - Non-manufacturers Code which is required for identifying an organization/function in MILSCAP. These are assigned to contractors which are non-manufacturers or are manufacturers not qualifying for a Type A Code.</li> </ul>	Item 5: A disadvantaged business firm is defined as a firm that is 51%, or more, owned, controlled, and operated by a person(s) who is socially and economically disadvantaged. "Controlled" is defined as exercising the power to make policy decisions. "Operated" is defined as actively involved in the day-to-day management of the firm.
Item 3: If applicable, enter the exception DoD Activity Address Code for the Servicing Contract Administration Office (CAO) or ADP point.	Item 6: Enter the number of employees. This number should include the employees of all affiliates.
Item 4: Self-explanatory.	Item 7: A woman-owned business is defined as a firm that is 51%, or more, owned, controlled, and operated by a woman or women. "Controlled" and "Operated" are as defined in Item 5.
	Item 8: The SIC Code is a Government Index used to identify business activity and indicates the function (manufacturer, wholesaler, retailer, or service) and the line of business in which the company is engaged. If multiple SIC Codes, indicate the primary first, next important, etc.
<b>SECTION B - TO BE COMPLETED BY THE FIRM TO WHICH THE CODE WILL BE ASSIGNED</b>	Items 9 and 10: Self-explanatory.
Items 1a and 1b: Self-explanatory.	<b>NOTE:</b> When any future changes are made to the coded facility; i.e., name change, location change, business sold or operations discontinued, etc., written notification stating the appropriate change should be sent to:  Commander Defense Logistics Services Center ATTN: DLSC-FBA Federal Center 74 North Washington Battle Creek, MI 49017-3084
Item 1c: If a CAGE Code (Type A or Type F) was previously assigned, enter it in this block.	
Item 2: Self-explanatory.	
Item 3: If a block other than "None" is marked, identify the Parent company by a (P) beside the firm name.	

DD Form 2051 Reverse, JUN 90



# DoD Central Contractor Registration Form

**SAMPLE**

OMB No. 0704-0400  
Expires Nov 30,2000  
(DUN No: )

## 1) General Information

Linked fields have context help.

**BOLD** fields are required. *Italicized* fields are required for US/Canadian Addresses.

CAGE Code: \_\_\_\_\_ (if known)

*U.S. Federal TIN:* \_\_\_\_\_ or \_\_\_\_\_

\*PRIVACY ACT (SEE BELOW) (EIN) \_\_\_\_\_ (SSN)

**Legal Business Name:** \_\_\_\_\_

Doing Business As: \_\_\_\_\_  
(if business name different from legal name)

**Street:** \_\_\_\_\_

Street: \_\_\_\_\_

**City:** \_\_\_\_\_

*State/Province:* \_\_\_\_\_

*Postal Code:* \_\_\_\_\_

**Country:** \_\_\_\_\_

County: \_\_\_\_\_

Division Name: \_\_\_\_\_

Division Number: \_\_\_\_\_

**Date Business Started:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_ (MM-DD-YYYY)

**Account. Period Closes:** \_\_\_\_ - \_\_\_\_ (MM-DD)

**Avg. No. of Employees:** \_\_\_\_\_

**Average Annual Revenue:** \_\_\_\_\_  
(3-yr avg. in whole U.S. \$)

\*Authority: 31 U.S.C. 7701 (c) (3) Principal Purpose(s): The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offer's relationship with the Government. Disclosure: Voluntary; however, failure to furnish will disallow registration as a Federal Contractor.

(DUN No: )

## 2) Type of Business

### Corporate Status Code (select one):

- ☐ Sole Proprietorship
- ☐ Partnership
- ☐ Corporation
- ☐ Corporation providing medical & health care services
- ☐ Hospital or Extended care facility exempt from taxation

### For Corporations, Indicate Where Incorporated:

State \_\_\_\_\_ - OR - Country \_\_\_\_\_

### Select all that apply (At least one must be selected):

- |  |  |
|--|--|
| <input type="checkbox"/> Tribal Government                     | <input type="checkbox"/> Educational Institution                 |
| <input type="checkbox"/> Research Institute                    | <input type="checkbox"/> Municipality                            |
| <input type="checkbox"/> Sheltered Workshop                    | <input type="checkbox"/> Emerging Business/Other Unlisted Type   |
| <input type="checkbox"/> Non-Profit Institution                | <input type="checkbox"/> Construction Firm                       |
| <input type="checkbox"/> Historically Black College/University | <input type="checkbox"/> Federal, State, County or City Facility |
| <input type="checkbox"/> Foreign Supplier                      | <input type="checkbox"/> Minority Owned                          |
| <input type="checkbox"/> 8(a) Program Participant Firm         | <input type="checkbox"/> Woman Owned                             |
| <input type="checkbox"/> Service Location                      | <input type="checkbox"/> Small Disadvantaged Business            |
| <input type="checkbox"/> Manufacturer                          | <input type="checkbox"/> Veteran Owned                           |
| <input type="checkbox"/> Surplus Dealer                        | <input type="checkbox"/> American Indian Owned                   |
| <input type="checkbox"/> Subgroup                              | <input type="checkbox"/> Limited Liability Company               |
| <input type="checkbox"/> Labor Surplus Area Firm               |  |
| <input type="checkbox"/> S-Corporation                         |  |

## 3) Goods and Services

Select all SIC codes that identify your company's specific industry. (You may enter code directly to add, or you may search by category, partial code or keyword, as applicable, to retrieve a 'pick list' of matching codes.)

### **SIC CODES**

**SIC Code:** \_\_\_\_\_ - \_\_\_\_\_  
SIC Code: \_\_\_\_\_ - \_\_\_\_\_  
SIC Code: \_\_\_\_\_ - \_\_\_\_\_  
SIC Code: \_\_\_\_\_ - \_\_\_\_\_

SIC Code: \_\_\_\_\_ - \_\_\_\_\_  
SIC Code: \_\_\_\_\_ - \_\_\_\_\_  
SIC Code: \_\_\_\_\_ - \_\_\_\_\_  
SIC Code: \_\_\_\_\_ - \_\_\_\_\_

### **OPTIONAL:**

PSC Code: \_\_\_\_\_  
PSC Code: \_\_\_\_\_  
PSC Code: \_\_\_\_\_

### **PSC CODES(Optional)**

PSC Code: \_\_\_\_\_  
PSC Code: \_\_\_\_\_  
PSC Code: \_\_\_\_\_

PSC Code: \_\_\_\_\_  
PSC Code: \_\_\_\_\_  
PSC Code: \_\_\_\_\_

### **OPTIONAL:**

FSC Code: \_\_\_\_\_  
FSC Code: \_\_\_\_\_  
FSC Code: \_\_\_\_\_

### **FSC CODES(Optional)**

FSC Code: \_\_\_\_\_  
FSC Code: \_\_\_\_\_  
FSC Code: \_\_\_\_\_

FSC Code: \_\_\_\_\_  
FSC Code: \_\_\_\_\_  
FSC Code: \_\_\_\_\_

(DUN No: )

#### 4) Financial Information for Contract Payment

**Financial Institution:** \_\_\_\_\_

**ABA Routing Trans ID #:** \_\_\_\_\_

**Type of Account:** \_\_\_ Checking \_\_\_ Savings

**Account Number:** \_\_\_\_\_

**LockBox Number:** \_\_\_\_\_

**Authorization Date:** \_\_\_ Use current date  
\_\_\_-\_\_\_-\_\_\_ (MM-DD-YYYY)

**ACH Coordinator for Financial Institution** (Minimum of one of the following four must be entered. Note: ACH format will be Corporate Trade Exchange [CTX]):

Phone #: \_\_\_\_\_ ext. \_\_\_\_\_

Intl Ph #: \_\_\_\_\_ (if applicable)

Fax #: \_\_\_\_\_

eMail: \_\_\_\_\_

**Registrant's Accounts Receivable Contact** (At least one communications number must be entered):

Contact: \_\_\_\_\_

Phone #: \_\_\_\_\_ ext. \_\_\_\_\_

Intl Ph #: \_\_\_\_\_ (if applicable)

Fax #: \_\_\_\_\_

eMail: \_\_\_\_\_

**Remittance Address for payment statement:**

\_\_\_ Check here to use the same address as supplied for legal business name and address , otherwise, complete the following information:

Remittance Name: \_\_\_\_\_

Street: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

#### 5) Registration Acknowledgment

I hereby acknowledge that the information provided is current, accurate, and complete as of the date of this submission.

**Name:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ ext. \_\_\_\_\_

Intl Ph #: \_\_\_\_\_ (if applicable)

**Acknowledgment Date:** \_\_\_ Use current date  
\_\_\_-\_\_\_-\_\_\_ (MM-DD-YYYY)

**I prefer to receive CCR correspondence through(select one):**

\_\_\_ Fax, my fax # is \_\_\_\_\_

\_\_\_ Email, my email address is: \_\_\_\_\_

\_\_\_ Mail, send correspondence to the business address listed in Step 1.

(DUN No: )

Who else (point of contact) can we contact to answer questions on this form? If blank, defaults to Registration Acknowledgment name above.

Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_ ext. \_\_\_\_\_  
Intl Ph #: \_\_\_\_\_ (if applicable)

## OPTIONAL

### EDI Parameters - for Financial Service Provider (Optional)

**Financial Service Provider:** \_\_\_\_\_  
**EDI Systems Media Capability:** \_\_\_\_\_  
**EDI Translation Type:** \_\_\_\_\_  
**EDI Translation Code:** \_\_\_\_\_

### Provide the EDI Software ID and Version

**EDI Software ID and Version:** \_\_\_\_\_  
EDI SW Release Date: \_\_\_\_-\_\_\_\_-\_\_\_\_ (MM-DD-YYYY)

### Enter Your eMail Address (for Point-to-Point) or VAN/VAS Information:

PP eMail Address: \_\_\_\_\_  
-or- VAN (or VAS): \_\_\_\_\_  
VAN Phone #: \_\_\_\_\_

### EDI Capabilities - for Financial Service Provider EDI Parm(continued)

Please indicate all transaction capabilities for this EDI parameter. At least one capability is required for each parameter:

**Capability:** \_\_\_\_\_  
**ANSI ASC X12 Ver/Rel:** \_\_\_\_\_  
(e.g. 003010)

**Organizational Scope:** \_\_\_\_\_  
**Transaction Set ID Code:** \_\_\_\_\_ (e.g. 810)

**Variant:** \_\_\_\_\_ **Revision:** \_\_\_\_\_  
Application Rcvr's Code: \_\_\_\_\_  
Application Sndr's Code: \_\_\_\_\_

**Capability:** \_\_\_\_\_

**ANSI ASC X12 Ver/Rel:** \_\_\_\_\_  
(e.g. 003010)

**Organizational Scope:** \_\_\_\_\_  
**Transaction Set ID Code:** \_\_\_\_\_ (e.g. 810)

**Variant:** \_\_\_\_\_ **Revision:** \_\_\_\_\_  
Application Rcvr's Code: \_\_\_\_\_  
Application Sndr's Code: \_\_\_\_\_

If you are registering with a paper form, send your completed CCR application to the CCR Registration Assistance Center (RAC) that corresponds with your **LEGAL** business name:

For firms with **LEGAL** business names beginning with the letters **A-K** or a number:

CCR Registration Assistance Center  
2000 South Loop 256, Suite 11  
Palestine, Texas 75801  
FAX: 903-729-7988

For Firms with **LEGAL** business names beginning with the letters **L-Z** or a number:

CCR Registration Assistance Center  
1450 Scalp Avenue  
Johnstown, PA 15904  
FAX 814-262-2326

## READER'S COMMENT SHEET

When Selling to the Military is next revised, we will consider the comments and suggestions submitted by you, the customer. You may write on this sheet and send it to:

Publications Review (Mary A. Perry)  
Directorate of Small and Disadvantaged Business Utilization  
Room 2A338, Pentagon  
3061 Defense Pentagon  
Washington, DC 20301-3061

**CLARIFICATION NEEDED** (Cite any section that required further explanation or elimination):

**ADDITIONAL SUBJECTS** (Suggest any topics for inclusion in future editions):

**NOT NEEDED** (Suggest deletion of any topics of no interest to you):

**GENERAL COMMENTS:**